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Part One - Organization of the College, Board of Trustees, and the College President
Foreword

Previously, St. Johns River State College’s operating procedures and policies were contained in the Employee Handbook. In an effort to align and cite College procedures with its District Board of Trustees’ policies and to cite important Southern Association of Colleges and Schools’ (SACS) principles, the College began revising the Handbook in the spring of 2007, and ultimately developed the St. Johns River State College Operating Guidelines and Procedures Manual.

This Manual contains the basic procedures for the operation of St. Johns River State College (SJR STATE). Other official publications of the College are considered to be supplementary to this Manual. These publications include the College Catalog, Student Handbook, Financial Aid Manual, Adjunct Faculty Manuals, Volunteer Handbook, and any other Administration, Faculty or Career Services/Professional Support handbooks or manuals now published or which may be published in the future.

The procedures set forth herein are supplemental and in accord with the provisions of Federal and State law, the rules of the Florida State Board of Education, the rules of the Department of Education, State of Florida, SACS, and the policies of the Board of Trustees of St. Johns River State College.

This Manual supersedes and replaces all previous College Handbooks and Manuals. Future updates may be added to reflect Florida Statutes, Administrative Rules, Board Policies, SACS principals and other procedural changes.
1.0 Mission Statement
St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College creates a supportive learning environment that includes services and resources to enable students to meet their educational goals.
1.1 Policy Statement on Equality of Opportunity and Non-Discrimination

St. Johns River State College is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with applicable federal, state, and local laws, regulations, ordinances, orders, rules, and College policies, St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. As a public educational institution, and as a corporate citizen, St. Johns River State College is dedicated to the philosophical foundations of democracy and equality of opportunity. This policy applies to administrators, faculty, staff, students, visitors, applicants, and contractors. The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality, the President of St. Johns River State College shall designate an Equity/Title IX Coordinator. All hiring and procedures for hiring are based upon the needs of the College and the individual’s qualification for the specific position without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status except where age or gender is a bona fide qualification.

In further implementation of its commitment and as a natural outgrowth of its open-door philosophy of education, the St. Johns River State College District Board of Trustees supports the policy of Equal Access/Equal Opportunity. Recruitment, admission, and financial aid practices and will demonstrate a commitment to Equal Access/Equal Opportunity.

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070. When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Student Affairs (office located in the Student Services Building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
The College shall develop and update the College’s non-discrimination statement consistent with this policy to be distributed and published on College social media and in appropriate printed documents and literature.

1.1.1 Procedure on Pregnancy Accommodations
Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and/or activities.

St. Johns River State College does not discriminate against any student on the basis of pregnancy or related conditions, including childbirth, false pregnancy, termination of pregnancy or recovery therefrom. The College will treat pregnancy as a justification for a leave of absence for so long a period of time as deemed medically necessary by the Student’s physician in writing; and, at the conclusion of this period of time, the Student shall be reinstated to the status she held prior to the leave. Students will be given the opportunity to make up missed work. Prompt and appropriate communication by the student is necessary to ensure appropriate accommodations are provided.

All requests for leave of absences should be submitted to:

Ginger Stokes
Associate Vice President for Human Resources
Title IX Coordinator/Equity Officer
386-312-4074
gingerstokes@sjrstate.edu

Pregnant students and those with related conditions:
- Are only required to provide medical certification allowing continued school participation if this certification is required for all students with physical or emotional conditions requiring the attention of a physician;
- Shall be provided necessary and reasonable accommodations to allow them to continue to participate in the educational program of activity. These accommodations may vary based on the type of pregnancy, as well as the type of program in which the student is involved;
- Shall be allowed to return to the same academic and extracurricular status as before the pregnancy-related medical leave began.

Students needing additional assistance can seek accommodations from the Academic Advising Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402).
1.2 Policy Statement on Human Immunodeficiency Virus and Acquired Immunodeficiency Disease

St. Johns River State College acknowledges the importance of and will cooperate with appropriate health agencies to make available educational information concerning HIV infection and AIDS to the College community. The information will emphasize the importance of prevention and precautions; that the virus is not casually transmitted; proven modes of transmission; the need for confidentiality for those infected and compassion for those ill; and College and community resources for information, testing, and treatment. The educational programs and information will be designed to reach the broad spectrum of persons within the College community.

1.2.1 Non-Discrimination

Consistent with its existent non-discrimination policies, St. Johns River State College will not discriminate on the basis of an individual’s HIV status.

Specifically, no person shall be subject to adverse employment actions solely because of non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission access to SJR STATE programs, facilities, events, services, or any benefits provided by the College, solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual’s being suspected of having such virus or conditions, or an individual’s association with any person having or believed to have had said virus or conditions.

Consistent with its existent non-discrimination policies, SJR STATE’s policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be determined that reasonable accommodations are not available to insure a person’s ability to participate fully in programs or positions, or when a person, by reason of his or her HIV infection or AIDS related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the College.

1.2.2 HIV Testing

SJR STATE will require no test for or verification of the HIV status of any person for employment, academic admissions, access to SJR STATE programs, facilities, events, services, or for any benefits provided to College employees or students.
1.2.3 Confidentiality
SJR STATE shall, consistent with applicable law, maintain the confidentiality of all College records documenting and information concerning the HIV status or AIDS related conditions of SJR STATE students and employees to the same degree that confidentiality is afforded to other medical records of SJR STATE students and employees. SJR STATE recognizes that a person’s HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student’s HIV status or AIDS related conditions, shall be made in a manner consistent with the confidentiality of such information.
1.3 Policy Statement on Alcohol And Drug-Free Workplace

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

The College is committed to assuring that SJR STATE, as a workplace, is drug-free and that employees are not involved while on duty in the unlawful manufacture, distribution, sale, possession, or use of drugs or other controlled substances.

If an employee self-discloses to his/her supervisor that he/she is in violation of this policy prior to being found in violation, and satisfactorily participates in a federal, state, or local drug abuse or rehabilitation program at his/her own expense, then confidentiality and job security will be protected insofar as possible the first time this occurs. Should there be a subsequent occurrence(s), then the College will determine appropriate action on a case-by-case basis.

If the College determines that an employee is in violation of this policy, the College will take appropriate personnel action as set forth below.

Any employee who is convicted of a violation of a criminal drug statute for activities occurring at the College or while on College business is required to notify the Associate Vice President for Human Resources no later than five (5) days thereafter. Within thirty (30) days after such notification, the College will take appropriate personnel action as set forth below.

Any College employee who violates the College’s anti-drug policy subjects himself to the possibility of dismissal from employment. The College reserves the right, when it deems such action appropriate, to require any employee violating the College’s anti-drug policy to participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. Such a program would be at the employee’s expense and, during participation in such a program; the College may suspend the employee without pay for any absence from work as a result of such participation.
**Definition(s):**

**Workplace** – any office, building, or property (including parking lots or vehicles) owned or operated by the College, or any other site or location at which the employee is to perform work for the College, either on a temporary or permanent basis.

**Possession** – to have either in or on an employee’s person, personal effects, motor vehicle(s), and areas substantially entrusted to the control of the employee, such as desk, files, lockers, etc.

**Controlled Substance** – any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.
1.4 Policy Statement On Sexual Harassment and Sexual Assault

It is the policy of St. Johns River State College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at St. Johns River State College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Sexual harassment of employees and students at St. Johns River State College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education career.
2. Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

St. Johns River State College defines sexual assault as follows: any intentional or knowing touching or fondling by the accused, either directly or through the clothing of the victim’s genitals, breasts, thighs or buttocks without the victim’s consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault includes but is not limited to rape. Verbal conduct without the requisite physical touching or fondling will not be deemed sexual assault but may constitute sexual harassment.

St. Johns River State College will investigate sexual harassment and sexual assault cases as defined herein when they occur on campus. Investigations involving students will be handled by the Vice President for Student Affairs and, where appropriate, campus security.

Employees who feel that they have been sexually harassed or assaulted under the above definition and wish further information, or assistance in filing a complaint, should contact Ginger Stokes, Associate Vice President for Human Resources/Equity Officer/Title IX Coordinator, St. Johns River State College, Administration Building, Room A145, telephone (386) 312-4074. Students with complaints should contact Dr. Gilbert L. Evans, Jr., Vice President for Student Affairs, St. Johns River State College, Student Services Building, Room V227, telephone (386) 312-4127.
If sexual assault involving a St. Johns River State College student occurs off campus, the College will cooperate with the appropriate law enforcement agency in accordance with applicable laws and will activate student conduct rules, which apply.

If sexual assault occurs on campus, the appropriate law enforcement agency will be contacted to handle the investigation. The College Senior Vice President/General Counsel and Executive Director, PAC whose office is in charge of campus security will direct campus security officers to cooperate in the investigation on campus. The College Vice President for Student Affairs will provide counseling and other regularly available support services to a student who is a victim of sexual assault.

St. Johns River State College students who are investigated for or found guilty of sexual assault as described above are subject to the procedures and penalties relating to student conduct as stated in the Student Handbook and other officially adopted College policy and/or procedure statements.

Students and employees of St. Johns River State College who are found guilty of sexual harassment or sexual assault of another student or employee are subject to suspension, immediate dismissal and may be subject to penalties prescribed by state and federal law to include imprisonment.
1.5 Policy Statement On Discriminatory Harassment and Free Expression

St. Johns River State College is committed to the principles of free inquiry and free expression. Students have the right to hold and vigorously defend and promote their opinions, thus entering them into the life of the College. Respect for this right requires that students be tolerant of the thoughts and expressions of other students in their exercise of this right. As such, violence or the threat of violence toward students exercising the right of free expression and free inquiry will not be tolerated and is a violation of this rule.

St. Johns River State College is also committed to principles of equal opportunity and non-discrimination. Each student has the right of equal access to a St. Johns River State College education, without discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Harassment of students on the basis of any of these characteristics contributes to a hostile environment that makes, for those subjected to it, access that is less than equal. Such discriminatory harassment is therefore considered to be a violation of the principles of equal opportunity and non-discrimination.

This interpretation of these principles is intended to clarify the point at which protected free expression ends and prohibited discriminatory harassment begins. Prohibited harassment includes discriminatory intimidation by threats of violence, and also includes personal vilification of students on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

Speech or other expression constitutes harassment by personal vilification if it:

1) Is intended to insult or stigmatize an individual or small number of individuals on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status; and

2) Is addressed directly to the individual or individuals whom it insults or stigmatizes; and

3) Makes use of insulting or “fighting” words or non-verbal symbols.

In the context of discriminatory harassment by personal vilification, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite to an immediate breach of the peace, “and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.”
1.6 Policy Statement On Security and Crime Statistics

The College recognizes the importance to ensure that our campuses are secure, that our classrooms and College premises are safe for our members of the College community. The College is committed to providing a safe, secure, crime and drug free academic environment for all students, faculty members, and College officials with a strong philosophy of proactive crime prevention, problem solving and quality college community oriented security services.

The College security policy and other related College policies and procedures are established for the safety and security of everyone on our campus. Each campus has security services under the supervision or coordination of the College Director of Safety and Security, under the direction of the Senior Vice President/General Counsel and Executive Director, PAC.

The College strives to maintain an excellent working relationship with local law enforcement; and, it is the College’s policy to report all felonies occurring on campus to law enforcement. Misdemeanor crimes that impact the safety of the College community or adversely impact the quality of campus life may be reported to local law enforcement. Felonies occurring off campus or misdemeanor cases occurring on or off campus and reported to the College Department of Safety and Security or contract security or a College official will be reported to local law enforcement at the victim’s request.

Members of the College community are urged to report criminal offenses or security incidents to the College Department of Safety and Security, or contract security, or the Vice President for Student Affairs, or Campus Executive Director or any College Official. The College Department of Safety and Security coordinates Campus Watch which is a college crime/security incident prevention program. All members of the College community are urged to assist security and make our campuses safe by reporting any suspicious person(s) or incidents to security.

The College Department of Safety and Security monitors and records crime statistics and security incidents on the College campuses and has personal safety and crime prevention programs. The College counseling staff, under the direction of the Vice President for Student Affairs, will make available the appropriate referrals for counseling and other available support and victim services to a student who is a victim of sexual assault. The full text of the College security policies and crime statistics is available in the office of the Senior Vice President/General Counsel and Executive Director, PAC or the College Department of Safety and Security. Crime statistics are
prepared annually and a summary of the information is published in the appropriate publications, posted on campus bulletin boards, distributed to College administrators, faculty, and staff and can be accessed on the SJR STATE web site; www.SJRState.edu.

The College annual campus crime and security survey statistics are entered into the U.S. DOE campus data collection site in compliance with the “Clery Act”, required under section 485 of the Federal Higher Education Act. These statistics can be accessed at http://ope.ed.gov/campussafety. The College complies with the Florida Sexual Predator and Offender Law and the Federal Campus Sex Crimes Prevention Act and has available to the campus community information concerning the presence of registered sexual predators or sex offenders on our campuses. Additional information can be obtained from the F.D.L.E./Sexual Offender/Predator unit web site; www.fdle.state.fl.us.
1.7 Organizational Structure Of The Florida Community/Junior College System

1.7.1 State
The Florida Community/Junior College system is organized in accordance with the provisions of Part III, Florida Statutes, Chapter 1001, and administered in accordance with the Administrative Procedure Act, Florida Statutes Chapter 120; and Chapter 6A-14, Florida State Board of Education Administrative Rules (Regulations for the operation of Florida's Community/Junior Colleges).

1.7.2 Local
A. The Florida Legislature has expressed the intent that, within and under the Statutes of the State of Florida and the rules of the State Board of Education, the respective community/junior college will be operated by a District Board of Trustees. No department, bureau, division, agency or subdivision of the State of Florida may operate any community/junior college (F.S. 1004.67). Boards of trustees are representative of each of the participating counties of the district. The Governor shall make the appointments to the District Boards of Trustees (F.S. 1001.61).

B. The community/junior college district boards of trustees are vested with the responsibility (F.S. 1001.64) for:

1. Determining policies for the efficient operation and general improvement of the community/junior college.
2. Adopting rules to supplement those prescribed by the State Board of Education to contribute to the provision of educational services to all qualified citizens of the district.
3. Prescribing minimum standards considered desirable to supplement those standards of the State Board of Education.
4. Acting as contracting agent of the community/junior college.
5. Performing those duties and exercising those responsibilities which are assigned to it by law or State Board rules.

C. The community/junior college President shall be the executive officer and corporate secretary of the Board of Trustees, as well as the chief administrative officer of the community/junior college, and all the components of the institution and all aspects of its operation are responsible to the Board of Trustees through the President (F.S. 1001.61).
1.7.3 College Inter-Institutional Relationships
The College maintains relationships with several state, regional, and national organizations, commissions, and agencies. These relationships are designed to strengthen the effectiveness of the College. The College seeks and maintains such affiliations through both institutional and individual memberships as deemed appropriate and practical by the President of the College.

1.7.4 Accreditation
St. Johns River State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.
1.8 Code of Ethics

St. Johns River State College subscribes to the following Code of Ethics (S.B.E. Rule 6B-1.001); and, violations of any part of this Code of Ethics are subject to disciplinary action up to and including dismissal:

1.8.1 Code of Ethics of the Education Profession in Florida

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

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

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

Specific Authority 1001.02, 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-21-81, 7-6-82, Formerly 6B-1.01.

1.8.2 Principles of Professional Conduct for the Education Profession in Florida

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.

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

3. Obligation to the student requires that the individual:
   a. shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
   b. shall not unreasonably restrain a student from independent action in pursuit of learning.
   c. shall not unreasonably deny a student access to diverse points of view.
   d. shall not intentionally suppress or distort subject matter relevant to a student's academic program.
   e. shall not intentionally expose a student to unnecessary embarrassment or disparagement.
f. shall not intentionally violate or deny a student's legal rights.
g. shall not harass or discriminate against any student on the basis of race, ethnicity, color, national or ethnic origin, marital status, religion, age, gender, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, or any other characteristic protected by law and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
h. shall not exploit a relationship with a student for personal gain or advantage.
i. shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:
a. shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
b. shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
c. shall not use institutional privileges for personal gain or advantage.
d. shall accept no gratuity, gift, or favor that might influence professional judgment.
e. shall offer no gratuity, gift, or favor to obtain special advantages.

5. Obligation to the profession of education requires that the individual:
a. shall maintain honesty in all professional dealings.
b. shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition of otherwise qualified, or social and family background, deny to a colleague professional benefits or advantages or participation in any professional organization.
c. shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
d. shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
e. shall not make malicious or intentionally false statements about a colleague.
f. shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
g. shall not misrepresent one's own professional qualifications.
h. shall not submit fraudulent information on any document in connection with professional activities.
i. shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
j. shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
k. shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment or termination of employment.
l. shall not assist entry into or continuance in profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

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

n. shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795, Florida Statutes.

o. shall report within forty-eight (48) hours to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 6B-1.006, Florida Statutes.

p. shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795, Florida Statutes.

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

r. shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
1.9 Responsibility for Compliance with Policies

It is the responsibility of all College personnel to become familiar with the policies of the District Board of Trustees and other policies, procedures, regulations, memoranda, bulletins, and handbooks as may pertain to their duties.

Any person employed by the Board who, after such procedures and hearings as may be prescribed by law or regulation, is found to have willfully violated any of the policies of the Board or operating policies, directives, or procedures of the College, shall be subject to dismissal or such other penalty as the Board may prescribe.
1.10 Policy Statement on Discriminatory Harassment

St. Johns River State College is committed to maintaining an environment free of all forms of harassment, intimidation, and discrimination.

SJR will not tolerate behavior, which creates an unacceptable working or educational environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including dismissal or discharge from the College.

This policy applies to all employees, students and contractors working on the College premises.

Discriminatory harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law is a form of discrimination and can have a deleterious effect on work and/or academic performance. SJR State will not tolerate harassment by any member of the College community.

For the purpose of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or any other characteristic protected by law and that:

1) Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
2) Has the purpose or effect of unreasonable interfering with an individual’s work or educational performance; or
3) Otherwise adversely affects an individual’s employment opportunities.

SJR State strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of College policy and will not be tolerated. Any incidents of retaliation should be reported immediately. All reported incidents of harassment will be investigated immediately. Employees, students, prospective students and applicants for employment should report all incidents of harassment or retaliation to the College Equity/Title IX Coordinator and their supervisor if applicable. Employees are entitled to follow
the grievance procedures set forth in the College Operating Guidelines and Procedures Manual. Students are entitled to follow the grievance procedures set forth in the Student Handbook.

The College President shall designate a College Equity/Title IX Coordinator within the Human Resources Department of the College.
1.11 Sexual Misconduct Policy

Introduction
SJR State College is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of gender and sex discrimination. Every member of the College community should be aware that SJR State is strongly opposed to sexual misconduct and harassment and that such behavior is prohibited both by law and College policy and will not be tolerated. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct or harassment, prevent its reoccurrence, and address its effects.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct and harassment, as defined in this policy, is a form of sex discrimination prohibited by Title IX. SJR State is committed to providing an educational environment, programs, and activities free from sex discrimination.

Purpose of Policy
This policy is intended to educate the SJR State community, students, faculty and staff who have been affected by sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking, whether as a reporting party, responding party, or third party.

When used in this policy, reporting party refers to the person(s) who reports to the College that he/she has been the subject of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking. Responding party refers to the person(s) who is/are reported to have committed acts of sexual misconduct/harassment, domestic/dating/physical violence and/or stalking. A third party refers to any other participant in the process, including a witness to the misconduct or harassment or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:
- Define sexual misconduct and harassment and the forms of sexual misconduct and harassment that violate our community standards;
- Define domestic/dating/physical violence and stalking that violate our community standards;
- Identify resources and support for all members of the SJR State community (see Appendix #6– Sexual Misconduct Policy Resources);
• Identify the Title IX coordinator and the scope of his/her role;
• Provide information as to where a member of the SJR State community can obtain support or access resources confidentially;
• Provide information on how a member of the SJR State community can make a report on campus and/or off campus;
• Provide information on how a report against a member of the SJR State community will be investigated, evaluated and adjudicated.

Scope of Policy
This policy applies to all members of the SJR State community, including faculty, staff and students. All faculty, staff and students are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the community.

Vendors, independent contractors, visitors, and others who conduct business with SJR State or on College property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking to ensure the safety of the SJR State community and to provide an environment free from gender and sex discrimination.

The Notice of Non-Discrimination
The District Board of Trustees has approved policy statement 3.12 on Equality of Opportunity and Non-Discrimination as follows: St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070. (Any changes to Policy SJR 3.12 will update herein as amended from time to time.)

SJR State does not discriminate on the basis of sex in its educational programs and activities or in the context of employment. Sexual misconduct and harassment as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual misconduct and harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Statement of Privacy and Confidentiality
SJR State is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and/or harassment. The College will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and broader community and
maintain an environment free from sexual misconduct and harassment.

Faculty, staff and students wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed on the Resources pages (see Appendix #6 – Sexual Misconduct Policy Resources).

With the exception of the confidential resources identified pursuant to this policy, all other College staff and faculty who receive a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking are required to elevate the report to the Title IX Coordinator for investigation and response. The Title IX Coordinator will ensure that the College responds to all reports in a timely, effective, and consistent manner.

The privacy of all parties involved will be respected. Information related to a report of sexual misconduct and/or harassment will be shared only with those College employees who "need to know" to assist in the investigation and/or resolution of the complaint. All College employees who are involved in the review, investigation, or resolution of a report have specific training regarding the safeguarding of private information.

Where the College has received a report of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking but the reporting party requests that the matter remain confidential and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the SJR State community. The College is required to take all reasonable steps to investigate and respond to a complaint, but its' ability to do so may be limited by the reporting party's request. However, under compelling circumstances including: evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the responding party, the College may conduct further investigation, or take other appropriate measures without the reporting party's consent. The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of sexual misconduct and/or harassment poses an immediate threat to the SJR State community and timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to: reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the SJR State community. Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline (1-800-962-2873). The reporting party will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and corrective action.

Prohibited Conduct and Definitions
This policy addresses a broad spectrum of behavior, all of which falls under the broad definition of sexual misconduct.

1. Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:
• Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
• Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
• Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

A single isolated incident of sexual misconduct and/or harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the sexual misconduct and/or harassment is physical.

Sexual misconduct and/or harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited to:
• Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
• Displaying or circulating written materials or pictures degrading to an individual(s) or gender group.
• Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
• Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
• Making a student's work or an employee's job more difficult because of that person's sex, or gender identity.
• Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
• Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

2. Sexual Assault: Having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or
may involve individuals not known to one another. Sexual assault includes the following acts:

- Related to Non-consensual Sexual Intercourse: Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Related to Non-consensual Sexual Contact: Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

3. Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
   - Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person);
   - Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
   - Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
   - Engaging in voyeurism (being a "peeping tom");
   - Knowingly or recklessly transmitting an STD or HIV to another person.

4. Stalking: A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

5. Domestic Violence: Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a crime made by the batterer. Domestic violence is a crime committed by:
   - Current or former spouse or intimate partner of the victim.
   - A person with whom the victim shares a child in common.
   - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
   - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against...
6. Dating Violence: The physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. Dating violence means violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
   - The length of the relationship;
   - The type of relationship; and
   - The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence that occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual:
- Physical - this occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- Psychological/Emotional - this means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- Sexual - this is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or nonphysical, like threatening to spread rumors if a partner refuses to have sex.
- Intimate Partner Violence: A situation in which one partner is physically, emotionally and/or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, hooking up, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

7. Retaliation: Acts or attempts to retaliate or seek retribution against the reporting party, responding party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a responding party or reporting party. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

Definitions of Consent, Coercion and Incapacitation
1. Consent: Consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

The following further clarifies the definition of consent:
- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity.
activity. Once withdrawal of consent has been expressed, sexual activity must cease.

- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

2. Coercion: Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.

3. Incapacitation: An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he/she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity, and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

**Title IX Coordinator's Role**
The College has a designated Title IX Coordinator to oversee its’ response to all reports of sexual
misconduct/harassment, domestic/dating/physical violence, and/or stalking, to conduct training, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator is knowledgeable and trained in the College's policies and procedures, state and federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator is available to meet with any individual to discuss the options for resolving a report under this policy.

The name and contact information for the SJR State College Title IX Coordinator can be found on the College website (www.sjrstate.edu) and on the Sexual Misconduct Policy Resources Pages (see Appendix #6) maintained pursuant to this policy.

Reporting
The College encourages all students to report information about any type of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking involving a student, staff or faculty member. Faculty and staff, other than those outlined in this policy as confidential resources, are required to report information about any type of sexual misconduct or harassment of which they become aware. An incident does not have to occur on campus to be reported to the College. Off-campus conduct that adversely affects or has the potential to adversely affect the SJR State community also falls under this policy. The College will promptly respond to all reports of sexual misconduct and harassment.

The College provides resources to both the reporting party and responding party in making decisions, obtaining information about options under this policy, and assists both parties in the event that a report of sexual misconduct and/or harassment is made.

Ways to File a Report:
Title IX Coordinator: The Title IX Coordinator is available to receive a report of sexual misconduct or harassment, 386-312-4074.

Campus Safety and Security: The opportunity to file a report with the College is available 24 hours a day, seven days a week by calling Campus Safety and Security:
- Orange Park Campus: 904-626-5885
- Palatka Campus: 386-937-2052
- St. Augustine Campus: 904-626-5956

A report can also be made to a Campus Security Authority (Campus Security Authorities include Campus Safety and Security Officers, Counselors, Student Activity Coordinators, Athletic Coaches, College club advisors and certain College Administrators).

A reporting party or third party can request a Campus Safety and Security officer to respond and take a report.

Community Standards and Responsibility: An individual can file a report with the College by utilizing the Silent Witness Report on the Campus Safety and Security’s website - https://web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS or
Local Law Enforcement: A reporting party may file a report with the local law enforcement agency (depending on location of incident).

Coordination with Law Enforcement
Because the goals and objectives of the College's to sexual misconduct/ harassment, domestic/dating/physical violence, and/or stalking policy differ from those of the civil and criminal justice systems, proceedings under the College's sexual misconduct/ harassment, domestic/dating/physical violence, and/or stalking policy are independent of civil and criminal processes and may be carried out prior to, simultaneously, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the local law enforcement will generally result in the reporting party and, in some cases the responding party, being contacted by a police officer. Law enforcement determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking (as described in the definitions above) may constitute a criminal act. However, the College conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with local law enforcement, a SJR State staff member is available to assist. The College will not file a police report about the incident on the reporting party's behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the reporting party's decision to file a criminal complaint or the outcome of the criminal investigation.

Amnesty
Our goal is that all individuals report all incidents of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a reporting party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation
Although SJR State acknowledges that extreme emotions and stress often accompany incidents of sexual misconduct and harassment, the College does not condone any person engaging in any
type of retaliation. The College views retaliation complaints with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to the Title IX Coordinator, Vice President for Student Affairs/Assistant General Counsel, Director of Campus Safety and Security, and the Senior Vice President/General Counsel and Executive Director, PAC/General Counsel. The College will respond to reports of retaliation. Retaliation is a distinct category of prohibited conduct under this policy.

False Reports
Submitting of a good faith complaint, concern or report of harassment will not affect the reporting party's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

Interim Measures to Protect Safety and Well-Being
After a report is made or the College is placed on notice, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources that may be offered, see the “Campus and Community Resources” section in the Appendix. The College will determine the necessity and scope of any interim measures.

The range of interim measures includes:

- No contact order: The reporting party or responding party may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.
- Academic, Employment, or Living Arrangements: The reporting party or responding party may request a change in academic, employment or, if relevant, living arrangements. Upon request, the College will inform the reporting party or responding party of the options and will accommodate the request if those changes are reasonably available. In some cases the College may initiate these changes without a request. These may include, but are not limited to:
  - Changing class or work schedule, including the ability to withdraw from a course without penalty;
  - Limiting access to certain College facilities or activities pending resolution of the matter;
  - Granting a voluntary leave of absence;
  - Providing an escort to ensure safe movement between classes and activities; and/or
  - Providing academic support services.

Emotional Support: The College will provide counseling services through student and employee assistance programs. For further information see the Resources pages maintained in the Appendix pursuant to this policy.

Procedures for Resolving Sexual Misconduct/Harassment, Domestic/Dating/Physical Violence or Stalking Reports:
The College will respond promptly and equitably when any incident of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking is alleged against a faculty, staff,
or student. This includes a direct complaint or if the College becomes aware of the situation by other reliable means. The College's response may take a number of forms within its discretion. This includes offering reasonable protection and services to the complainant or others, conducting a Title IX inquiry or review, conducting an investigation, and imposing corrective action.

The Title IX investigator will conduct the investigation. Prior to the investigation, both parties will have the opportunity to meet individually with the Title IX Coordinator to review the investigation process. During the investigation, both the reporting party and the responding party will have the opportunity to be heard and to respond, the opportunity to have an advisor present during investigation meetings, and the opportunity to provide names of relevant witnesses. The reporting party and the responding party will not be in the same room at the same time during the investigation process.

During the investigation process, the Title IX Investigator will determine whether information concerning the prior sexual history of either party is relevant. In general, in a case where the responding party raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the reporting party is typically not relevant and may not be permitted. Prior sexual history of the responding party may be relevant where there is evidence of a pattern of misconduct that may be relevant in the determination of responsibility assigning of corrective action.

At the conclusion of the investigation, the investigator will determine responsibility based on the relevant information presented during the investigation and the unique facts of the case. The level of proof necessary to support a finding of responsibility is "more likely than not".

If the responding party is found responsible, the College will determine corrective action. If the responding party is a student or student organization, the Vice President for Student Affairs/Assistant General Counsel will determine the corrective action (also referred to as sanctions). A student found responsible for a violation of the Sexual Misconduct and Harassment Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some cases, a student found responsible may be expelled from the College. If the responding party is an employee, the Employee’s Supervisor in conjunction with the Title IX Coordinator will determine the corrective action which could result in termination of employment.

Specific to this policy, both the reporting party and the responding party are given the opportunity to appeal the outcome of the investigation. The appeal will be reviewed by a Vice President of the College's choosing. Prior to an appeal, if either party believes that there is new evidence or relevant facts that were not brought out in the investigation, which may be sufficient to alter the finding, they may make a request that this information be considered. Appeals may be based on the following grounds:

- Procedural misconduct during the investigation.
- The sanction(s) imposed is/are inappropriate for the violation of College policy.
- The preponderance of evidence standard was or was not met.
The College will inform both the reporting party and responding party in writing of the outcome of the investigation and the appeal process.

If the report includes multiple alleged policy violations, multiple processes may be used (i.e., Title IX investigation process and the College grievance procedure). The College will determine which process(es) will be used. If multiple processes are used, the College will also determine the order of the processes.

If the responding party serves in multiple capacities at the College (i.e., student and employee), the College will determine which office will determine corrective action. In some cases, both offices may issue corrective action.
Part Two – College Administration, Instructional, and Support Personnel Procedures
2.0 Organizational Structure of the College Administration

The general line of authority is from employee to supervisor, to appropriate administrator, to appropriate Vice President, to the President.

Each administrator is directly responsible for the implementation of all College policies and procedures pertaining to his or her area of responsibility and for the personnel under his or her supervision.

The administrative organizational structure of the College is indicated on the College Organizational Chart at Appendix #2.

2.0.1 Promulgation of Board Rules and Policies

The District Board of Trustees is specifically empowered to promulgate policies and rules after considering recommendations by the College President pursuant to FS 1001.64 (4) (a) and (b) provided the promulgation of those policies and rules comply with FS 120.536 (1), FS 120.54, and FS 120.81. Each rule adopted by the District Board of Trustees shall include only one subject as required by FS 120.54 (1) 2. (g).

The process for the promulgation, repeal or substantial revision of a policy or rule by the Board shall be as follows:

1) The College staff at the direction of the College President shall construct a proposed policy or rule or recommend the substantial revision or repeal of a policy or rule and submit the recommendation(s) to the Senior Vice President/General Counsel and Executive Director, PAC citing the specific authority for the policy or rule or the substantial revision or repeal of a policy or rule.

2) The Senior Vice President/General Counsel and Executive Director, PAC will edit, staff and, when necessary, number the rule in accordance with state law, State Board rules and other specific authorities and forward the revised document to the Institutional Planning Committee with a recommendation. The Institutional Planning Committee shall review the recommendation from the Senior Vice President/General Counsel and Executive Director, PAC and may modify, amend, correct, change rewrite, or disregard the recommendation.
3) Once the Institutional Planning Committee has made its recommendations regarding the proposed policy or rule, rule revision, or rule repeal, the Senior Vice President/General Counsel and Executive Director, PAC will make the changes recommended by the Committee and submit the proposed policy or rule, rule revision, or rule repeal to the College President who will decide to either recommend or not recommend the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule to the District Board of Trustees.

4) Should the College President decide to recommend to the Board the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule, the following procedure will be followed:
   a) At least twenty-eight days before the Board will consider the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule, the College will publish the rule or policy by number, name and intended action only in a newspaper of general circulation in the College district.
   b) The College will also mail a copy of the newspaper publication to all persons who have requests with the College on file for advance notice of the proceedings of the Board and to organizations representing persons affected by the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule; however, in most instances, students are not persons subject to regulation for the purpose of a variance or waiver of a proposed policy, rule, policy or rule revision, or policy or rule repeal [FS 120.81 (1) (k)].
   c) The College will also post the proposed policy or rule, rule or policy revision, or rule or policy repeal on the College’s web-site at least seven days in advance of the Board’s consideration so that those particular classes of persons to whom the intended action is directed may be duly notified.

5) Prior to action on the proposed policy or rule, policy or rule revision, or policy or rule repeal, the Chair of the District Board of Trustees shall provide time for a public hearing on the proposed action under consideration and persons wishing to testify at the public hearing may do so with time limitations for testifying established by the Board Chair.

6) After the public hearing, the Board of Trustees may take action on the proposed rule or policy, rule or policy revision, or rule or policy repeal pursuant to SJR 1.07, SJR 1.09(R1) and SJR 1.03(R1).
2.1 Financial Disclosures

Certain administrators are required by Florida's Financial Disclosure law (F.S. 112.3145) to make annual statements of financial disclosure. Those administrators presently required to do so are the President, Senior Vice President/General Counsel and Executive Director, PAC, Purchasing Coordinator and Contract Administrator, and Vice President for Finance and Administration/CFO. Future interpretation of this law may make it applicable to other administrators. The Office of the Vice President for Finance and Administration/CFO will assist individuals who need help filing the financial disclosure statement.
2.2 Administrative Employment and Termination of Employment

2.2.1 Selection
As administrative positions become available, they may be advertised on the College’s application system. Applicants seeking an appointment to an administrative position should complete the appropriate application online at www.sjrstate.edu. Thereafter, a personal interview is conducted and may include the President, Senior Vice President/General Counsel and Executive Director, PAC, Vice President for Finance and Administration/CFO and, when appropriate, an Administrator who will supervise the applicant. Interview Committees make recommendations for final consideration by the Board of Trustees. Therefore, in accordance with F.S. 286.011, interview meetings are public meetings. Confidential references and college transcripts are also used in assessing the qualifications of applicants. Alternatively, the President may promote, reassign or transfer an employee from within the College in accordance with the needs of the College. The President recommends to the Board of Trustees those applicants he or she deems best qualified for appointment to administrative positions. Administrators must successfully complete a satisfactory criminal history/fingerprint search.

2.2.1.1 Administrative Employment Procedures
New, full-time employees will be scheduled for orientation. At that time, new employment forms will be completed.

All new employees will be fingerprinted and an FDLE and FBI criminal history will be performed (see Procedure #2.18 – Fingerprints and Criminal Background Checks). Some administrative positions may require a satisfactory credit history report. In addition, all employees shall be notified at orientation that they must complete Mandatory training within 30 days of the employment start date. Additional training may be required depending on the position.

Health insurance enrollment will be done online. All employees have the responsibility of keeping withholding exemption certificate, address, telephone number and other such emergency information current.

All personal injuries and accidents occurring on the job or while traveling on business must be reported immediately to the immediate supervisor, the Security Office or campus Executive Director, and the Human Resources Office. A written report should be filed with the Human Resources Office, since employees are covered by Workers Compensation. The Human Resources Office is responsible for coordinating medical
services requested by the injured employee with an approved worker’s compensation managed care provider.

Hiring, transfers, promotions, and reassignments are based upon the needs of the College and the individual’s appropriate qualifications for fulfilling the functions of the specific position, without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, except where sex or age are bona fide requirements.

When an employee is hired, he or she will be in a probationary status normally of six (6) months duration. This probationary period can be for less than six (6) months, but not fewer than two (2) months, upon the recommendation of the President.

Full-time personnel are considered permanent employees after successfully completing a satisfactory criminal history/fingerprint search and a six (6) month probation period (unless the President approved a shorter period). Full-time personnel are employed on a need basis to serve at the discretion of the President.

The College may reassign, transfer or promote Administrative personnel within the College according to the needs and best interest of the College; however, as positions become available, notifications of the openings may be listed at http://www.sjrstate.edu/onlinejobpostings.html. Permanent employees are encouraged to apply for higher positions within three (3) days of posting. When a position is only intended for internal applicants, the posting shall include language that indicates such. Employees are not eligible for transfer until completion of the probationary period.

2.2.2 Contracts
The Board may determine the time length of contracts to be offered administrative personnel subject to the rules of the State Board of Education as set forth in 6A-14.026 and 6A-14.041.

2.2.3 Evaluation
Each administrator should receive a written evaluation annually. The purpose of the evaluation is two fold; first, to provide documented and rational foundation for supervisor counseling and for decisions relative to promotion, salary, and retention; second, to provide the administrator with a documented report which informs as to level of performance as an administrator, and which points the way toward improvement of that performance.

Forms of evaluation approved by the President and District Board of Trustees will be used to formally evaluate each administrator at required rating times. A narrative may supplement the evaluation, at the evaluator’s discretion.

The annual evaluation for administrators will normally begin on January 1 and end on December 31. The period could start at any point in the calendar, but should end on December 31.
Evaluations shall be completed and filed with Human Resources on or before March 1 for the preceding year.

The formal evaluation will be performed by the designated immediate supervisor, reviewed by the next higher level supervisor, and processed through the chain of supervision to be filed in the Human Resources Office.

The Human Resources Office will provide forms for the evaluation in the following ways:

1. Each new administrator will be provided a copy of the evaluation form with identification of evaluator, reviewer, and period of initial evaluation during evaluation training.

2. The Human Resources Office will prepare heading data and send to each evaluator approximately one (1) month before end of rating period for the administrator being evaluated.

3. The Human Resources Office will maintain a supply of evaluation forms.

2.2.3.1 Evaluation of the President
The Board of Trustees will use the approved Presidential Evaluation Form for the evaluation of the President. The President shall be informed each year, at the time he or she is issued a contract, of the criteria to be used by the Board in his/her evaluation.

Each Trustee, by April 1 of each year, shall submit his/her written evaluation of the President, using the adopted criteria and form, to the Chairman of the Board. The Chairman will compile the evaluations and will discuss the evaluation with the President. After acceptance by the Board of Trustees, the evaluations will be sent to the Chancellor of the Florida College System.

The criteria for the evaluation of the President and the evaluation form to be used will be reviewed by the Board of Trustees periodically. The Board will recommend either continuation of existing criteria or modifications to meet changing circumstances.

2.2.4 Termination
An administrator may be terminated at any time for cause and after appropriate hearings, as specified in the State Board Rules. An administrator also may be terminated if the Board of Trustees declines to renew his/her administrative contract. An administrator also may terminate by resignation. If an administrator also possesses an instructional continuing contract, he or she may elect to revert to instructor status provided that he or she was not terminated for cause and further provided a suitable instructional position is available. If the administrator wishes to terminate before the end of his/her contractual period, he or she should seek release from his/her contract. The College expects at least thirty (30) days notice of an administrator's resignation.

If an administrator retires or resigns before July 1 of a fiscal year but has vacation or sick leave time for which he or she will be paid in the following fiscal year (but does not actually work in the
following fiscal year), the administrator will be paid on the salary schedule of the fiscal year in
which he or she submits his/her resignation or retirement. An administrator who retires or resigns
before July 1 of a fiscal year, but continues to work temporarily in the following fiscal year, will
be paid on the salary schedule of the fiscal year in which he or she submits his/her resignation or
retirement.
2.3 Duties of College Administrators
Administrators are required to perform those duties specified in their job descriptions. Administrators may be assigned other duties as necessary by the President. Pursuant to the provisions in F.S. 1012 and the rules and guidelines of the State Board, the College Board of Trustees as executed by the college President shall establish conditions of work, compensation, performance appraisals, selection, termination, and other responsibilities of administrators. Administrator job descriptions are listed on the College portal and are maintained in Human Resources.
2.4 Structure, Functions, and Duties of Faculty

All faculty and instructional personnel shall have defined job descriptions and specified duties associated with all classification positions. Assigned duties shall reflect the needs of the college and priorities set by administration to accomplish the college’s teaching and instructional mission. Faculty must adhere to all applicable federal, state, and local procedures related to appropriate standards of conduct and performance. Instructional personnel are expected to exhibit professional behavior in a timely and efficient manner that lead directly to student success and achievement.
2.5 Academic Freedom

The College strives to maintain an atmosphere in which faculty have ample opportunity to explore the full spectrum of ideas, opinions, and beliefs.

The College supports its faculty members in their freedom to search for and to disseminate truth. Faculty members are free to teach and discuss topics pertinent to the understanding of the subject matter of the course for which the faculty member is teaching. Faculty members are free to allow for critical inquiry, critical literacy, diversity, and civil debate in their courses. As academic departments, faculty members are free to select and create instructional materials to support course content that meets the defined goals for the program and course learning outcomes. As an academic department, faculty members are free to determine how student learning is assessed and grades are assigned. In addition to but outside of fulfillment of their academic responsibilities, faculty members are free to engage in research and other scholarly and creative activities as well as publish and present their results in accordance with College procedure. Faculty members are free to speak, write, or act as citizens within their community, state, or nation.

These freedoms are inseparable from the responsibility which faculty members share for maintaining academic excellence both in their search for truth and in their teaching. Academic freedom must be exercised within the framework of responsibility and the ethical commitment to which the College subscribes.

The administration of the College guarantees academic freedom by making sure that all faculty members are protected from the threats of discriminatory dismissal. The faculty subscribes to this statement of academic freedom with the firm belief that academic freedom neither implies the granting of license nor releases anyone of contractual and legal duties. This statement does not diminish anyone’s rights as provided under the Constitution of the United States of America.

A faculty member who has a concern regarding their ability to express their Academic Freedom should follow the grievance policy and procedures of the College.
2.6 Curriculum

Faculty share the responsibility for establishing, reviewing, and evaluating the College curriculum. Changes, additions, or deletions to or from the curriculum are made by the process of working through the appropriate committee. If the recommended change is approved by the committee, it is placed before the Board of Trustees which has final approval of all curriculum changes.

In compliance with SBR 6A-10.0331, any course not scheduled within a five-year period may be deleted from the curriculum. Any course not scheduled within a five-year period, but which is recommended for continuation as part of the curriculum must be placed before the Board of Trustees for approval.
2.7 Professional Growth

The College supports the faculty members' efforts to grow professionally, to remain current in their discipline, and to participate in discipline or professionally related associations. To this end, the College will, within its financial and personnel constraints, support faculty enrollment in advanced graduate study, attendance at discipline or professionally related workshops, seminars, short courses, or other special programs, or participation in state, regional, or national conferences. The College will also provide campus-based professional development opportunities for faculty.
2.8 Faculty Qualifications

Teaching faculty members must have special competencies in the fields in which they teach. Special competence is attested to by advanced study, with appropriate degrees and coursework from institutions accredited by one of the six regional accrediting associations. The College may accept credits and degrees from institutions located outside the United States dependent upon their US equivalency. Foreign transcripts may be evaluated by one of the credential evaluating agencies sanctioned by the National Association of Credential Evaluations Services, Inc. (NACES). In the absence of appropriate academic credentials, unique experience or qualifications must be documented and justified on an individual basis. The justification must be approved by the appropriate Vice President. The College justifies and documents the qualifications of its faculty according to guidelines published by the Commission on Colleges of the Southern Association of Colleges and Schools.
2.9 Educational Supplements and Certifications

Supplements available to faculty and staff are listed in the College salary schedule, as approved by the Board of Trustees. Certifications which qualify IT Professional Support Salary staff members for supplements are listed in the annual salary schedule.

Eligible faculty and staff should notify the Human Resources Office by April 1st of anticipated additional educational, licensure, or certification status which would affect their salary. Once status has been attained, documentation should be submitted immediately to the Human Resources Office. Official transcripts from universities should be sent directly to the Human Resources Office. Confirmation of certification status should also be sent directly to the Human Resources Office. Changes in salary will not take effect until new contracts are issued in August. Contracts will not be amended or reissued during the year to reflect additional degrees or changes in licensure status.

Educational supplements available to faculty are listed in the annual salary schedule. Educational supplements are limited to one such supplement per faculty member and will be paid in accordance with the current salary schedule. Course work must be in the teaching field and/or closely related fields, and must be approved in advance by the Vice President for Academic Affairs/CAO and Executive Director, SAC or the Vice President for Workforce Development and Executive Director, OPC. Hours beyond Master’s earned prior to employment with the College will be reviewed to determine eligibility at hire date.
2.10 College Faculty Duties
2.10.1 Instructional Faculty

All instructional faculty report to their appropriate dean/director in all matters relating to curriculum and instruction. The appropriate Dean, Director or Vice-President will provide notification to the President of instructional personnel who request outside employment.

The general duties of instructional personnel are to:

1. Conduct assigned classes in a professional manner. This includes the teaching of evening, on-line, and weekend courses when needed. Communicate with students, staff and Administration in a timely manner. This includes feedback to students on course assignments, tests, projects, etc., and daily responsiveness to online students, where applicable.
2. Keep records of attendance and grades of students in all assigned classes. Grade books should be kept for a minimum of three years, and must be given to the dean/director at the end of an instructor's employment at SJR STATE.
3. Attend commencement exercises, convocations, faculty meetings, and College functions.
4. Sponsor clubs, chaperon student activities, and serve on College committees when needed.
5. Develop course outlines and course syllabi, and submit them to the appropriate dean/director when requested.
6. Maintain and post a weekly work schedule of instructional hours and a minimum of ten (10) on campus office hours to confer with students. Full-time faculty must be on campus a minimum of twenty-five (25) hours per week regardless of instructional modality.
7. Participate in professional meetings, college success initiatives, and community activities.
8. Be aware of and conform to College policy.
9. Assist in safeguarding College property and equipment.
10. Perform special assignments as assigned by the President, Vice President for Academic Affairs/CAO Vice President for Workforce Development, or appropriate dean/director.
11. Participate in professional development activities.
12. Supervise student assistants within the following guidelines:
   a. Student employees will not type, grade, or otherwise handle tests.
   b. Student employees who handle confidential files or information as a function of their job duties must undergo background screening by the Human Resources
Office. Fingerprints are collected and submitted to the FDLE and FBI for state and national criminal history checks. These students must also have signed a confidentiality agreement with the College on file in the Human Resources Office.

c. Student employees will carry out their duties as defined and assigned by their supervisors.

13. Prepare a written course syllabus for each class informing students:
   a. What is expected of the student in class.
   b. The grading procedures to be used, and the manner in which final grades are calculated.
   c. Class attendance requirements.
   d. Program/course/student learning outcomes.
   e. Course content.
   f. Important dates including the following: assignment due dates, test dates, beginning and ending dates for the term, any College holidays, last day to officially withdraw.
   g. Office hours of instructor.
   h. The statement regarding academic integrity.

14. Participate in the establishment and review of curriculum. Each faculty member is responsible for reviewing courses within his or her area of expertise. Faculty, in concert with other faculty members in the discipline area, should recommend improvements, course additions, and course deletions. Recommendations will be made to the appropriate dean/director.

15. Participate in discussion and debate of issues involving instructional affairs – grading policy, suspension and probation policy, student attendance, general education requirements, class scheduling, etc. Recommendations concerning instructional affairs should be made to the appropriate dean/director, or vice president.

16. Assist adjunct faculty as needed.

17. Substitute (occasionally) for absent instructors.

18. Participate in the College’s Institutional Effectiveness Plan primarily by identifying student learning outcomes, assessing the extent to which these outcomes are attained, and using the results to improve student learning.

19. Perform additional faculty job requirements as required by specialized and accredited programs.

2.10.1.1 Arts and Sciences Department Chair
Arts and Sciences Department Chairs are selected by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, and the Dean of Arts and Sciences following an application process. They are selected to serve a three-year term with no limits. In addition to the general duties of instructional faculty, department chairs are to:

1. Coordinate the discussion of academic issues and program coordination in the department. This includes overseeing changes to the curriculum in the department, as well as to the Catalog, and recommending those changes to the dean.

2. Coordinate the assessment and discussion of student learning outcomes in the department. This includes assisting instructors with writing student learning outcomes and assessment questions, submitting assessment questions to the Office of
Assessment, Research, and Technology, distributing assessment data at department meetings, facilitating the discussion of assessment data at department meetings, collecting completed planning forms, entering course data and summary narratives in the online planning system, identifying instructors who miss submission deadlines, and following up with those instructors to ensure all items have been submitted.

3. Assist the dean with the development of faculty class schedules.
4. Review all adjunct and dual enrollment syllabi, provide feedback on needed changes, follow up with faculty to ensure changes have been made, and upload revised syllabi to the Z Drive.
5. Coordinate the adjunct and dual enrollment evaluation process in the department.
6. Coordinate the textbook selection process. This culminates with providing the dean with the title, edition, author, ISBN, and publisher for any textbook changes.

2.10.1.2 Arts and Sciences Assistant Department Chair
Arts and Sciences Assistant Department Chairs are selected by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, and the Dean of Arts and Sciences following an application process. They are selected to serve a three-year term with no term limits. In addition to the general duties of instructional faculty, assistant department chairs are to:

1. Assist the department chair with the discussion of academic issues and program coordination in the department.
2. Assist the department chair with the assessment and discussion of student learning outcomes in the department.
3. Assist the dean and department chair with the development of faculty class schedules.
4. Assist the department chair with the review of adjunct syllabi.
5. Assist the department chair with the adjunct and dual enrollment process.
6. Assist the department chair with the textbook selection process.

It is preferred that an assistant department chair be from a different discipline within the department than the department chair.

2.10.2 Campus Librarians
The Campus Librarian works under the supervision of the Dean of Library Services. The Campus Librarian is primarily responsible for providing administrative oversight of all areas of campus library operations.

1. Administers the Campus Library and associated Computer Labs; enforces and participates in the policy and decision-making process.
2. Recommends changes in Library and associated Computer Lab services, personnel, and resources.
3. Participates in the Library’s annual budget process, the Library’s institutional effectiveness program, and the annual evaluation of departmental professional staff.
4. Coordinates the use of Library and associated Computer Lab facilities with the campus Executive Director; coordinates library usage for district consortia training sessions and meetings.

6. Manages the acquisition of library materials for Campus Library; adheres to Library’s Collection Development Policy; spends assigned funds.

7. Supervises and trains all full-time library staff members as well as part-time professional staff members.

8. Ensures quality library services through staff management and efficient procedures.

9. Submits accurate payroll in a timely manner in accordance with College policies.

10. Catalogs monographic and multimedia materials; establishes campus procedures for cataloging and processing materials.

11. Coordinates and participates in online catalog and collection maintenance projects.

12. Serves as consortia contact person in designated area for all Campus Libraries.

13. Serves on Library committees as assigned; serves as chairperson as assigned; submits annual report for chaired committees.

14. Performs public services and circulation duties as needed.

15. Keeps the Dean of Library Services informed of all issues concerning the Library and associated Computer Labs.

16. Performs special assignments and/or participates in College committees as assigned by the Vice President for Academic Affairs or the Dean of Library Services.

2.10.3 Librarians

The general duties of Librarian are to:


2. Catalog monographic and multimedia materials, as assigned. Assist in online catalog and collection maintenance projects, as assigned.

3. Supervise, train, and schedule full and part-time Library and Open Computer Lab staff, as assigned; inform Library Administrator of schedule changes and absences.


5. Perform circulation and inter-library loan duties as needed, or assigned.

6. Schedule and conduct information literacy sessions for classes including Composition I, II, and III as needed.

7. Work with Public Services Committee to develop content and goals for the Library’s information literacy program for in-person and online delivery.

8. Conduct tours and Library lectures for community groups; plan and develop workshops and seminars as assigned.

9. Participate in the Library’s collection development program.

10. Recommend books, periodicals, and audio-visual materials for purchase or deletion.

11. Compile and collate monthly and annual public service statistics; participate in the Library’s institutional effectiveness program.

12. Create Library displays and publications; encourage cultural diversity by promoting official, nationally designated months.

13. Serve on the Library’s Public Services Committee and other library committees as assigned.

14. Keep the Library Administrator informed of all issues concerning the Library and Open Computer Lab.

15. Other tasks as assigned by the Library Administrator.
2.10.4 Senior Academic Advisor

Senior Academic Advisors will be supervised and coordinated by the Director of Academic Advising. General duties and responsibilities of Senior Academic Advisors are to:

1. Provide career counseling and academic advisement for students including: determining initial course placement; developing plans for program completion and course recommendations that correspond to degree plans; facilitating changes to schedules through drop-add and registration adjustments; and coordinating disability services.

2. Provide personality and interest inventory testing and interpretation.

3. Identify and provide necessary accommodations for students with disabilities. Maintain disability data base and confidential case notes and documentation.

4. Conduct new student group comprehensive academic advising as teaching sessions. Familiarize students with SJR State Catalog, Florida Shines, constructing comprehensive academic plans, and registering for classes.

5. Assist with the articulation methods and procedures for area high school students, out-of-state students, and upper division transfer students.

6. Provide counseling services for all students who are in need of assistance in the decision-making process involving education, vocational, and personal choices; coordinate appropriate referrals to community agencies as indicated and/or necessary.

7. Coordinate appropriate referrals to community social service agencies based on educational, vocational, and personal needs.

8. Participate with Student of Concern protocol.

9. Monitor and advise students for the purpose of retention/persistence.

10. Coordinate academic advising goals and functions with the SJR State offices of Academic Affairs, Athletic Department, Florida School of the Arts, and Workforce Development.

11. Participate in Commencement activities, convocations, professional development institutes, staff training and development meetings, and college functions.

12. Assist the Director in planning and execution of special events.

13. Facilitate initial voter registration, renewal and update services for disabled students.

14. Perform other duties and responsibilities as assigned by the Vice President for Student Affairs or Director.
2.11 Faculty Employment and Termination of Employment

2.11.1 Selection
When it is determined that an instructional vacancy exists, the position will be advertised through various media and a cut-off date for applications may be specified. A formal application will consist of at least the completed application for instructional personnel and copies of academic transcripts. Following the application cut-off date, faculty and administrators may be asked to review applications and recommend applicants to the appropriate dean/director/Vice President. Applicants selected for possible employment will be interviewed by at least two of the following administrators: President, Senior Vice President/General Counsel and Executive Director, PAC, Vice President, Associate Vice President, Executive Director or Executive Director’s Designee, or the Dean of the Florida School of the Arts. Alternatively, the President may promote, reassign or transfer an employee from within the College in accordance with the needs of the College. The President recommends to the Board of Trustees those applicants he or she deems best qualified for appointment to instructional positions. Faculty must successfully complete a satisfactory criminal history/fingerprint search. Interview Committees make recommendations for final consideration by the Board of Trustees. Therefore, in accordance with F.S. 286.011, interview meetings are public meetings.

2.11.1.1 Faculty Employment Procedures
New, full-time employees will be scheduled for orientation. At that time, new employment forms will be completed. All new employees will be fingerprinted and an FDLE and FBI criminal history will be performed (see Procedure #2.18 – Fingerprints and Criminal Background Checks). In addition, all employees must complete sexual harassment, discrimination awareness, and Family Educational Rights and Privacy Act (FERPA) training within 30 days of the employment start date. Additional training may be required depending on the position.

Health insurance enrollment will be done online. All employees have the responsibility of keeping withholding exemption certificate, address, telephone number and other such emergency information current.

All personal injuries and accidents occurring on the job or while traveling on business must be reported immediately to the immediate supervisor, the Security Office or campus Executive Director, and the Human Resources Office. A written report should be filed with the Human Resources Office, since employees are covered by Workers Compensation. The Human Resources Office is responsible for coordinating medical
services requested by the injured employee with an approved worker’s compensation managed care provider.

Hiring, transfers, promotions, and reassignments are based upon the needs of the College and the individual’s appropriate qualifications for fulfilling the functions of the specific position, without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, except where sex or age are bona fide requirements.

2.11.1.2 Drug Screening of Nursing and Allied Health Faculty
To comply with hospital regulations for Nursing and Allied Health faculty who participate in clinical placements, the College may require current and accurate drug screens on each full-time, part-time, and adjunct faculty member.

A. The College will require or accept evidence of a drug screen on all Nursing and Allied Health faculty who will be expected to participate in clinical placements upon hire to the related program.

B. Results of drug screens are submitted directly to HR Personnel. Faculty are notified of possible issues that preclude employment and may present additional information to clarify results.

C. A positive result does not automatically disqualify a faculty member. Any decision to reject or accept an applicant with a positive drug screen is solely at the discretion of College Administration in consultation with the Vice President for Workforce Development and Executive Director, OPC or Dean for the Department of Nursing.

D. Faculty can be requested to have additional drug screens based on compliance with clinical protocols and/or if faculty are believed to be coming to work in an impaired state.

E. Employees whose employment status is adversely affected by a drug screen shall have the right to appeal.

Definition: Drug Screen - A urine sample provided at a contracted facility that is tested for, but not limited to, the drugs of cocaine, methadone, methaqualone, opiates, phencyclidine (PCP), propoxyphene, marijuana, benzodiazepines, barbiturates and amphetamines including methamphetamine.
2.11.2 Contracts
In accordance with FAC 6A-14.0411, upon the recommendation of the President, the District Board of Trustees may award Continuing Contracts to certain full-time faculty members; however, no full-time faculty member should consider the issuance of a Continuing Contract as an entitlement. The issuance of a Continuing Contract is an honor which is bestowed on deserving full-time faculty completely at the discretion of the President and the District Board of Trustees without recourse.

In order for a full-time faculty member to be eligible for recommendation for a Continuing Contract by the President, the full-time faculty member must have met the following minimum requirements:

(1) Completion of five (5) years of satisfactory service at St. Johns River State College during a period not in excess of seven (7) years with such service being continuous except for leave duly authorized and granted.
(2) Recommendation by the President and approval by the Board of Trustees for continuing contract status based on successful performance of duties and demonstration of professional competence.

Full-time faculty members who have not met the educational qualifications required by SACS and the College in his or her teaching field will not be considered for recommendation for a continuing contract. Likewise, full-time faculty who have not met the requirements for continuing professional education as required by the College will also not be considered for recommendation for a Continuing Contract.

In addition to educational qualifications and the requirements for continuing professional education, the President will consider the recommendations of the Continuing Contract Screening Committee. The Continuing Contract Screening Committee will include:

(1) The appropriate academic, workforce, or student Vice President who will serve as Chair of the Committee.
(2) The Dean, Associate Dean, and/or direct supervisor in the applicant’s subject area.
(3) A faculty member on Continuing Contract from the applicant’s department or a related field.
(4) The Vice President for Assessment, Research and Technology or his or her designate.
(5) If appropriate, member(s) at large as appointed by the Committee Chair.

The Continuing Contract process is designed to provide faculty members with an opportunity to illustrate their personal reflection and growth as educators during their time at SJR State. To apply for Continuing Contract status, an applicant must first submit a letter to the appropriate Vice President requesting consideration for Continuing Contract status. The Vice President will verify with the College’s Human Resources Department that the applicant meets the minimum qualifications for consideration for Continuing Contract status. If the minimum qualifications have been met, the appropriate Vice will then appoint the Continuing Contract Screening Committee. If the minimum qualifications have not been met, the Vice President will inform the applicant of the qualifications that are lacking. Once the Continuing Contract Screening Committee has been appointed, the Chair of the Committee will meet with the applicant for Continuing Contract status.
and explain the process that the Committee will use in making a recommendation to the College President.

The Continuing Contract Application and Screening Process will occur once per calendar year in accordance with the following timeline:

- **First Monday in October** after the faculty member has completed a minimum of four full years of service to the College as a faculty member (a full year of service is a full academic year, August-May): Deadline for faculty to submit an intent to pursue continuing contract letter

- **October-November**: After initial eligibility is determined, the applicant will meet with the appropriate Vice President to discuss specific timelines and details of the portfolio submission process and the Continuing Contract Screening Rubric which will be used by the Committee in the evaluation process

- **Second Monday in February**: Continuing Contract Portfolio Due as directed by the appropriate academic or workforce education Vice President

- **By March 31**: Continuing Contract Screening Committee Interview with applicant and, at the discretion of the screening committee and/or the applicant, interviews with colleagues of the applicant employed by St. Johns River State College and/or students taught by the applicant as scheduled by the appropriate Vice President

- **First week of April**: Continuing Contract Screening Committee and appropriate Vice President recommendation to include justifications for the recommendation and/or recommendations for areas of improvement sent to College President

- **April-June**: College President makes recommendation to the Board of Trustees regarding faculty member’s Continuing Contract Status

Based on the specific timeline established by the applicant and the Continuing Contract Screening Committee Chair, the applicant will provide the Continuing Contract Screening Committee a completed portfolio to include the following:

1. **Required Portfolio Components:**
   - (a) A two-page, double-spaced vision statement of the unique role of a full-time faculty member employed by St. Johns River State College.
   - (b) Evidence of continued professional development;
   - (c) Evidence of institutional involvement in terms of service to:
     1. departmental and/or institutional committees, organizations, projects, and/or other college initiatives,
     2. curriculum development,
     3. accreditation and the assessment of student learning outcomes,
     4. club sponsorships, participation and/or attendance at College sponsored events, etc.;

2. **Optional items which may be included in the portfolio at the applicant’s discretion:**
   - (a) Membership in professional associations or societies that contribute to the applicant’s success as a full-time faculty member;
   - (b) Honors, awards, recognitions, etc., that the applicant has received;
   - (c) Any other attributes, documents, evidence of teaching success, professional licensures and certifications, etc., that the applicant believes will assist the Continuing Contract Screening Committee in making a recommendation;
(d) Evidence of the applicant’s service as an “ambassador” for St. Johns River State College within the three county district served by the College and state-wide.

In addition to the required portfolio documents, the Continuing Contract Screening Committee will consider the applicant’s performance as a faculty member at the College, to include the following performance indicators, as evidenced by College records and as available and appropriate:

1. Evaluations by directors, deans and other administrators.
2. Demonstrated effectiveness in ensuring student success and achievement through analysis of Student Success Data to include a variety of indicators within the context of departmental and college-wide historical norms, as appropriate and available, such as assessment of student learning outcomes; grade distributions in comparison to the College/department; course retention rates; graduation and/or certification rates; student progression; student completion; and/or results of employer surveys/job placement data when appropriate to the discipline.
3. Instructional and assessment methods demonstrate appropriate rigor and variety to include ability to apply concepts in writing, real world scenarios, etc.
4. Efficiency and effectiveness in the classroom and the College environment.
5. Compatibility with students, faculty, and staff employed by the College.
7. Demonstrated ability to communicate ideas, theories, thoughts, processes, etc., in a cogent and understandable fashion.
8. Awareness of the needs of the divergent student population served by the College and a demonstrated willingness to work with each student to maximize his or her academic and educational success.
9. Technological competence to carry out the duties required of instructional positions at SJR State.
10. Such other criteria as may be developed from time-to-time provided faculty are made aware of the new criteria in advance of the process.

Throughout the evaluation process, the Continuing Contract Committee will utilize the Continuing Contract Performance and Portfolio Screening Rubric.

Under no circumstances should an applicant consider the issuance of a Continuing Contract as an entitlement. The issuance of a Continuing Contract is an honor which is bestowed on deserving full-time faculty following a comprehensive review process led by the faculty member’s peers and supervisor(s) and is awarded at the discretion of the President and the District Board of Trustees. As such, the President and/or the District Board of Trustees do not have to accept the recommendation of the Continuing Contract Screening Committee. In addition, the President and/or the District Board of Trustees may require additional evidence of the applicant’s worthiness and ability to receive the “honor” of Continuing Contract status. An applicant not recommended for Continuing Contract status by either the Continuing Contract Screening Committee or the President and/or the District Board of Trustees will receive written justification and recommendations for areas of improvement and may subsequently reapply once annually. An applicant not recommended for Continuing Contract status has the right to formally challenge the action in accordance with the policies and procedures of the College.
Once a full-time faculty member is recommended by the President for Continuing Contract status, and the District Board of Trustees approves the President’s recommendation, the Continuing Contract shall be issued to the faculty member at the beginning of the next annual College contractual period following the approval by the Board of Trustees. Faculty members who are granted the honor of Continuing Contract status will be referred to as “Professors” in all appropriate College documents.

Each employee issued a Continuing Contract shall be entitled to continue in a faculty position on a nine month contractual basis without the necessity for annual nomination or re-appointment until the employee resigns except as otherwise provided in Rule SJR State 5.03(A). Ten month, eleven month, and twelve month faculty contracts are at the discretion of the President and faculty on Continuing Contracts are only entitled to a nine month contract each year unless the President recommends additional months on a case-by-case basis. Faculty members who have been granted Continuing Contracts may be assigned to different teaching locations within the College district depending on the needs of the College.

In order to contribute to the continual growth and development of faculty, faculty on continuing contract will be observed by the immediate supervisor as necessary but at least once every three (3) years. The observation will be followed by a conference to discuss the observation. The results of the observations will be incorporated in writing as a part of the professional portfolio which will be submitted for assessment by the appropriate dean/director and/or Vice President every six (6) years. The appropriate dean/director and academic or workforce education Vice President will make a recommendation regarding the evaluation of performance and portfolio. These periodic reviews of continuing contract faculty shall use the same criteria established for the initial award of continuing contract as explained in this Board Rule, SJR State 5.03.

Note: Full time faculty who began employment at SJR State prior to July 1, 2013, shall be eligible to apply for Continuing Contract after having completed a minimum of three (3) years of satisfactory service at SJR State. The application timeline for these faculty will be adjusted by one year. The required portfolio and performance indicators outlined in this Rule will apply.

2.11.3 Termination
Members of the instructional staff may be terminated:

1. At any time for cause as defined in Section 6A-14.0411, State Board Rules, and without regard to contractual status. Instructors are entitled to those hearings and legal processes specified by law.
2. If on annual contract, when the Board of Trustees declines to renew the contract, specification of reason is not required. Full time nine-month faculty on annual contracts will be notified no later than April 1 if their contract will not be renewed for the subsequent academic year. Only those being non-renewed will receive notification.
3. If on continuing contract, when the Board of Trustees is required to, or does consolidate, or reduces the College program as specified in Section 6A-14.0411, State Board Rules.
4. By resignation of the instructor or rejection of an annual contract. In this regard a faculty member desiring to terminate employment before the end of the contractual period should seek release from the contract. In cases of rejection of annual teaching
contracts or resignation for the succeeding year, intentions should be declared immediately upon receiving notification of renewal and salary offer.

2.11.3.1 Resignation/Retirement
The College administration appreciates notice of anticipated resignations at the earliest possible time; however, a written resignation at least thirty (30) days prior to the effective date is expected.

If a faculty member retires or resigns before July 1 of a fiscal year but has vacation or sick leave time for which he or she will be paid in the following fiscal year (but does not actually work in the following fiscal year), the faculty member will be paid on the salary schedule of the fiscal year in which he or she submits his/her resignation or retirement. A faculty member who retires or resigns before July 1 of a fiscal year, but continues to work temporarily in the following fiscal year, will be paid on the salary schedule of the fiscal year in which he or she submits his/her resignation or retirement.

2.11.3.2 Revocation, Suspension, and/or Termination
The College may dismiss, suspend, discipline, or place on leave with or without pay an employee under continuing contract or annual contract or an adjunct faculty or return the continuing contract employee to an annual contract upon the recommendation of the President and approval by the District Board of Trustees. The President shall notify the employee in writing of the recommendation, and upon approval by the Board of Trustees, shall afford the employee the right to a hearing in accordance with the policies and procedures of the College. As an alternative to the hearing rights provided by College policies and procedures, the employee may elect to request an administrative hearing in accordance with the guidelines of F.S. 120, by filing a petition with the Board of Trustees within twenty-one (21) days of receipt of the recommendation of the President.

Upon consolidation, reduction, or elimination of a College program or restriction of the required duties of a position by the Board of Trustees, the Board of Trustees may determine on the basis of the criteria set forth in subsections (1) and (2) of Rule 6A-14.0411, Florida Administrative Code, which employees should be retained on a continuing contract, if any, which should be placed on annual contracts, if any, and which should be dismissed, if any. Under these circumstances, the decisions of the Board of Trustees shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board of Trustees shall be final.

The reinstatement of continuing contract status once it is lost is at the discretion of the President and Board of Trustees.

Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted, at the discretion of the President and the Board of Trustees, administrative leave of absence pursuant to the College’s policies and procedures.
A faculty member on continuing contract or annual contract or an adjunct faculty may be dismissed, suspended, placed on leave with or without pay, or otherwise disciplined for adequate cause, which include any of the following grounds which occur during the faculty member’s employment. Such cause shall be based on appropriate internal investigation and adequate notice to the faculty member. Once a faculty member has been dismissed by the Board of Trustees, the contractual obligations of the College are null and void.

The College may suspend a faculty member on continuing contract or annual contract with pay for investigation of disciplinary causes enumerated below:

1. Incompetence which is defined as the inability or lack of fitness to discharge the required duties as a result of inefficiency or incapacity.
2. Misconduct, malfeasance or misfeasance in office which is so serious as to impair the faculty member’s effectiveness in the classroom or the performance of assigned duties.
3. Gross insubordination or willful neglect of duties which is defined as a constant or continuing intentional refusal to obey a direct order, reasonable in nature, and given by and with proper authority.
4. Substance abuse and/or addiction as defined by Chapters 775, 893, 397 and related Florida Statutes which impairs the faculty member’s ability to discharge the obligations of employment or endangers the College, its employees, or students.
5. Conviction of a felony or a crime involving moral turpitude, which is defined as an act of baseness, vileness, or depravity that places the College, its employees, or students in peril, or if it serves to prevent or impair the faculty member’s ability to discharge the obligations of employment. In the event a plea of guilty or no contest has been entered or guilt has been determined and adjudication is withheld, such plea or determination shall be considered to be a conviction under this rule.
6. Breach of contract
7. Inappropriate, illegal, or quid-pro-quo relationships with one or more students, faculty or staff.
8. Sexual harassment
9. Indecent exposure
10. Discrimination based on race, ethnicity, color, national origin, marital status, religion, age, gender, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, or any other characteristic protected by law.
11. Unethical professional behavior
12. Endangerment of students, College property, or College personnel
13. Failure to maintain or obtain a current license or certificate required as a condition for the performance of duties
14. The use of fraud and/or deception in the application for employment
15. “Disruptive activities” as reflected in Chapter 1012, Florida Statutes.
Each suspension for investigation shall be completed within thirty calendar days or within such extension of time approved by the Associate Vice President for Human Resources. If a determination is made to dismiss the faculty member at the end of the investigation by the District Board of Trustees, the College has no further financial or other obligations to the faculty member. In the event a faculty member has been charged with a felony or crime of moral turpitude, the College may suspend the faculty member with or without pay during the pendency of the criminal proceedings.

2.11.4 Orientation and Evaluation

2.11.4.1 First Year Faculty Orientation
The appropriate dean/director will counsel each new faculty member before his or her first class meeting on administrative procedures, syllabi, classroom procedures, and other issues as appropriate. During the first year, the dean/director will observe, announced or unannounced, the new instructor in the classroom and evaluate the instructor's performance utilizing various tools such as instructional observations, student evaluations and input from the Executive Director. The report will be in a "satisfactory" or "needs improvement" format. After consultation with the faculty member, the dean/director will report the results of the observation and analysis of other information available, to the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC and; will forward copy of such analysis to the Human Resources Department.

2.11.4.2 Full-time Faculty Annual Evaluation
Full-time faculty (including Advisors and Librarians) not on Continuing Contract will be evaluated by the appropriate Vice President, Dean, Associate Dean, or their designee during their first year of employment and at least once every three years thereafter unless applying for Continuing Contract. If full-time faculty wish to be considered for Continuing Contract, they must be evaluated for three consecutive years prior to application and should notify the appropriate Vice President of their intention to apply. Faculty on Continuing Contracts (Professors) will be evaluated once every three years.

For teaching faculty, the dean/director will observe, announced or unannounced, the instructor in the classroom and evaluate the instructor's performance utilizing various tools such as instructional observations, student evaluations and input from the Executive Director. The report will be in a "satisfactory" or "needs improvement" format. After consultation with the faculty member, the dean/director will report the results of the observation and analysis of other information available, to the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC and; will forward copy of such analysis to the Human Resources Department.

2.11.4.3 Faculty Holding Continuing Contract
The appropriate dean/director will evaluate faculty members on continuing contract in their sixth year of employment as an instructor and every three years thereafter. The dean/director may conduct more frequent evaluations of individual faculty members if circumstances dictate. The dean/director will observe the instructor in the classroom and
evaluate the instructor's performance utilizing various tools such as instructional observations, student evaluations and input from the Executive Director. The report will be in a "satisfactory" or "needs improvement" format. After consultation with the faculty member, the dean/director will report the results of the observation and analysis of other information available, to the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC and; will forward copy of such analysis to the Human Resources Department.

2.11.4.4 Faculty Selected to Return After Drop Retirement
A faculty member on continuing contract selected to return to active status after DROP retirement will start a new three-year cycle similar to the continuing contract evaluation process. It will begin the first year of employment.

2.11.4.5 Student Evaluation
Student evaluations of all faculty will be conducted during each academic year. Student evaluations provide faculty one measure of their perceived performance, which they can compare with the average score for other faculty within their division and with the entire College faculty. The purpose of evaluation is to provide information to the faculty which can be used for professional improvement and which can lead to improvement of the instructional program.

2.11.4.6 Part-time Faculty Evaluation
Part-time faculty teaching credit courses will be evaluated by the Dean, Associate Dean, or their designee during their first year of employment and then at least once every three years thereafter. All other part-time faculty will be evaluated at the discretion of the appropriate Dean.
2.12 Conduct of Classes

2.12.1 Admission and Attendance

2.12.1.1 Admission of Students to Class
Instructors are to admit to class only students who have officially registered for the course, either as a regular student or as an auditing student. Any student not listed on the official class roster after the end of the schedule change period should be sent to the Administrative office in Orange Park, St Augustine, or the Registrar’s office in Palatka for confirmation in writing of the status of the student. Any student who is in violation of the dress code shall not be admitted to class.

2.12.1.2 Student Absences
Any class session missed, regardless of cause, reduces the opportunity for learning and frequently adversely affects the student's performance in the course. Therefore, a student is expected to attend the classes in which he or she has registered. A record of attendance is kept and all absences are recorded except those excused by the Vice President for Academic Affairs/CAO and Executive Director, SAC, Vice President for Workforce Development and Executive Director, OPC or the Vice President for Student Affairs. A student with an excused absence must contact the instructor in advance where possible to determine what steps he or she may take to make up work that he or she has missed. It is the decision of the instructor whether a student with an unexcused absence will be permitted to make-up the work.

If a student accumulates recorded absences totaling three (3) or more instructional hours, the instructor may initiate an official warning to the student that he or she has reached the limit of allowed recorded absences. Further loss of instructional time through absence will result in the student being withdrawn from the course, unless the instructor, because of extenuating circumstances, permits the student to remain in the course. No student may be withdrawn from a course for loss of instructional hours without first being warned that he or she has reached the limit of recorded absences.

2.12.2 Suspension of or Rescheduling of Classes
No class shall be suspended, rescheduled, or location changed by an instructor without the approval of the appropriate dean/director or the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC.
2.12.3 Field Trips
Field trips, in which students are not actively participating in a contest or formal event, are limited to one hundred (100) miles. No overnight trips of this type will be authorized. Exceptions must be approved by the Board of Trustees.
Field trips must be planned so that absences from other classes will be minimized. Such activities require the approval of the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC at least one week prior to the trip. Without exception, travel forms authorizing the instructor to be away from campus for a College-sponsored activity must be submitted.

The instructor will be responsible for submitting in triplicate a list of all students involved, dates, hours, and a description of the trip to the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC. Following his/her approval, this information will be forwarded to the Registrar's Office so that other instructors will be aware of anticipated absences of their students. The instructor will be notified when the field trip has received final approval.

Instructors will not penalize students for participating in officially approved school functions by marking such students absent; however, students must make up work missed.

2.12.4 Discipline of Students
Matters involving possible disciplinary action against a student will be brought to the attention of the Vice President for Student Affairs for processing in accordance with the rules and procedures set forth in the student handbook.
2.13 Faculty and Scheduling

2.13.1 General
The master college credit course schedule is developed through a cooperative effort of the Vice President for Academic Affairs/CAO and the Vice President for Workforce Development. The final adoption and revision of the schedule rests with the President.

2.13.2 Class Size
Class size is set by considering the reasonable number of students for the course given the available physical/virtual classroom infrastructure as determined by the appropriate dean, director, or vice president. Minimum and maximum class sizes may vary by discipline, campus, and modality.

2.13.3 Faculty Teaching Load
A normal minimum teaching load for full-time college credit faculty is fifteen (15) – eighteen (18) contact hours per week with a minimum load of fifteen (15) contact hours per week. Faculty who teach in clock hour programs may have weekly teaching loads which range from fifteen (15) to thirty-five (35) contact hours per week. Evening and on-line classes are a normal part of the faculty members teaching load.

Full time college credit faculty may be assigned and required to teach up to eighteen (18) contact hours in the fall and spring terms; however, all full time college credit faculty will be paid an instructional overload for any instructional contact hours over fifteen (15). Additional overloads above 18 contact hours may be approved but will not be required nor guaranteed. No college credit faculty member may be scheduled more than six (6) contact hours beyond their regular load without prior approval of the Vice President for Academic Affairs/CAO or the Vice President for Workforce Development.

In compliance with state statute, adjunct instructors or full-time faculty teaching an overload may not be paid for classes missed. When possible, absences should be reported in advance to the appropriate dean/director.

2.13.4 Faculty Schedule
Faculty must schedule a minimum of ten (10) office hours a week on campus for academic consultation with students. The time and day of faculty office hours should be announced in each class, included in class handouts, and posted at faculty office. Office hours should be scheduled at times convenient for students, and should begin no earlier than 7:30 a.m. and must be a minimum of 30 minutes in length, and would end no later than 11:00 p.m.
2.13.5 Other Faculty Duties

a. Perform all duties as outlined in the College Faculty Personnel Duties for Instructional Personnel (faculty job description) found in Procedure #2.10.1.
b. Class preparation.
c. Student activities.
d. Committee work and other duties which may be assigned by the Vice President for Academic Affairs/, Vice President for Workforce Development, or other appropriate administrators.
e. Occasional substitution for an absent instructor.
2.14 Student Employees
Requests from various departments for student employees will be directed through the Human Resources Office. Assignments will be made within the limits of the budget. All requests for assignments must be approved by the applicable area vice president and forwarded to the Human Resources Office for final action. An enrolled student will be allowed to work up to twenty hours per week during a semester. Requests must be submitted and approved for each semester.

2.14.1 Student Employee Requirements

Eligible Students
A student employee of St. Johns River State College must:

1. Be enrolled and registered as an SJR STATE student in a minimum of 6 hours or more for Fall and Spring semesters or 3 hours or more during Summer semesters.

2. Have a United States Social Security number and otherwise be eligible for employment in the United States.

3. Have completed the Free Application for Federal Student Aid (FAFSA) for the school year during which student employment is sought.

4. Not be receiving financial aid from another educational institution.

5. Be pursuing a degree or certificate offered by SJR State.

6. Be making satisfactory academic progress as defined by the Financial Aid Department.

7. Be at least 16 years of age; AND be a high school graduate or hold a GED.

Programs

Federal Work Study – is funded by the federal government, which allocates funds to the College each year. The College administers these funds through the Office of Financial Aid. Federal Work Study funds are granted based on financial need. Students who qualify for the Federal Work Study program have a higher degree of success in job placement. It is the primary goal to place as many Federal Work Study students as possible in student worker positions so that students have an opportunity to earn their maximum award amount. These may be on-campus positions assisting departments with clerical work and other assigned duties.

In addition, SJR State must use at least 7% of its Federal Work Study allocation to employ students in community service jobs with at least one Federal Work Study student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project.
**SJR STATE Student Assistant** – is funded directly by the College. These are on-campus positions for students who do not meet the eligibility criteria for the Federal Work Study or FWEP programs.

**Florida Work Experience Program (FWEP)** – This is a work program created to introduce eligible students to work experience that will complement and reinforce their education program and career goals. Students must be Florida residents.

**Finding a Job**
Prospective student employees can view all positions vacancies online at [http://www.sjristate.edu/humanresources.html](http://www.sjristate.edu/humanresources.html) under the “Employment Listings at SJR State” link. Student employment positions will be listed at the bottom of the page after full-time and part-time positions. Students will apply online for vacant positions.

**Departments Seeking Student Employees**
The Department Head should complete 1) a “Request for Student Worker Position” form and 2) a “Position Vacancy” form and submit them to Human Resources. Both of these forms are located on the College portal on the Human Resources page. The position will be posted on the College’s Job Posting website. The hiring committee will view interested students’ applications online; then ask HR to schedule interviews. Departments will then request that HR contact the selected student for orientation and hiring paperwork.

**Student Employment Paperwork**
In order to work, a student MUST complete employment paperwork. The student may make arrangements to complete the paperwork in the Office of Human Resources on the Palatka Campus. If working in St. Augustine or Orange Park, students should go to the Administration office to complete paperwork.

All student employees are required to complete FERPA/Universal Harassment within 30 days of the first day worked. The training module is web-based and can be accessed via a personal email to the student’s email address from United Educators Learning Launch.

Student employees who serve as student tutors will be required to undergo a background check. At the discretion of the College, student employees who serve in other positions may also be required to undergo a background check. These employees will need to make arrangements to be fingerprinted in the Office of Human Resources on the Palatka Campus.

All new student employees will receive a copy of the Student Employee Guidelines Manual which contains information in addition to the College Student Handbook for students who become employees.

**Student Work Hours**
Students are only authorized to work during those hours when the College is open and when classes are in progress unless waived in writing by the Office of Human Resources. Student employees
are not eligible to work on holidays or College breaks such as Spring Break or breaks between terms unless specific permission is granted.

At no time will a student employee be authorized to work in the absence of a supervisor. Student employees may work up to, but may not exceed, the maximum weekly allowable hours as authorized by the Office of Human Resources. A student employee will not be permitted to work more than 20 hours per week during a particular semester.

If it becomes necessary for the student to work hours greater than the approved request, the supervisor will need to seek and obtain approval from the Office of Human Resources.

Under no circumstances will students be authorized to work during scheduled class time even if the class was cancelled or dismissed early. Supervisors are responsible for ensuring that students do NOT work during scheduled class time. Additionally, if a student falls below the required registration hours (6 hours Fall or Spring; 3 hours Summer A or B), the student will be immediately terminated from student employment.

It is recommended that the student and supervisor develop a work schedule for the semester to avoid working more hours than allocated and conflicts with scheduled classes. Student employees are not eligible for vacation pay, sick pay or any other paid leave.

Student Employee Guidelines
Student employees will not type, grade, or otherwise handle tests.

Student employees who handle confidential files or information as a function of their job duties must undergo background screening by the Human Resources Office. Fingerprints are collected and submitted to the FDLE and FBI for state and national criminal history checks. These students must also have signed a confidentiality agreement with the College on file in the Human Resources Office. Additionally, students who are ages 16 or 17 must complete the “Parental Consent Form to Fingerprint Background Clearance”, signed by a parent or legal guardian, and witnessed by an SJR State Employee.

Student employees will not work more hours than approved unless prior approval is received in writing from the Office of Human Resources.

Student employees will not use College resources for personal reasons (telephones, computers, internet access, e-mail, printers, photocopiers, fax machines, etc.).

Student employees are expected to report to work on time and keep an accurate record of hours worked by filling in a timesheet each day upon departure from work.

Student employees should notify the Office of Financial Aid and the Office of Human Resources if the student drops below six (6) credit hours or completely withdraws from classes during the semester.
Student employees should also follow guidelines established in the Student Employee Handbook which is distributed to every student employee upon commencing employment with the College. Additional copies of the Student Employee Handbook are available in the Human Resources Office.

2.14.2 Timeline for Processing Student Workers
1. Request for student worker from instructor or department-send to supervisor.
2. Approval from supervisor-send to Vice President.
3. If Vice President approves-send to HR.
4. Position Vacancy form completed and forwarded to HR.
5. Interested, eligible students will apply online for vacant student employment positions.
6. HR Specialist will list applicants on spreadsheet by name and Employee Identification Number (Generated ID#) and then make the spreadsheet available to Financial Aid in a shared folder. Notify Financial Aid that list is available for their input.
7. Financial Aid will add information such as which program FWS or SA, and applicable totals. Notify HR that input has been added.
8. Supervisor will notify HR of the student applicants for interview. HR Specialist (Recruitment) will contact students for interviews.
9. HR Specialist (Compensation) will assign hours available, rate of pay and employment dates for the term. Information will be added to spreadsheet in shared folder.
10. HR Specialist will notify instructor/department (via email) of student approval, with dates of employment, number of hours per week, and rate of pay.
11. Instructor/department will contact student concerning start date and all other information.
12. Students will be notified if they need to be fingerprinted.
13. The following paperwork must be completed before students may start working:
   i. Emergency Notification
   ii. W-4
   iii. Acknowledgement of Receipt of FERPA/Universal Harassment Prevention Training requirement
   iv. Authorization to make Deductions from Wages
   v. Authorization to Hold Paycheck
   vi. FRS New Employee Certification form
   vii. Student Employee Handbook Acknowledgement
   viii. Employee Confidentiality Agreement
   ix. Authorization to Obtain Background Investigation Report
   x. Loyalty oath (notary available when completing I’9 form)
   xi. I-9 Form which must be completed before the end of the third work day in Human Resources or by the Assistant to the Executive Director at Orange Park Campus or St. Augustine Campus. (This form is only available in these locations.)
   xii. Information on fingerprinting if necessary for assigned position.
   xiii. Statement concerning employment.

Notify HR immediately if student is no longer working. A new Request for Student Worker should be submitted if desired. Timesheets should be sent to Human Resources by due date. Student timesheets will be submitted monthly via Web Time Entry.
2.15 Adjunct Faculty

The College employs adjunct faculty on an "as needed" basis in order to meet instructional demands that cannot be met by full-time faculty. Adjunct faculty must meet the same requirement for academic preparation as all faculty. The appropriate dean or director, in cooperation with the Executive Director where appropriate, is responsible for recommending the employment of adjunct faculty. A formal application, official transcripts, successful completion of a satisfactory criminal history/fingerprint search, and all other necessary documentation are required. The Dean of Arts and Sciences, the Dean of Florida School of the Arts, the Dean of Nursing, the Dean of Adult Education, the Director of Criminal Justice, the Dean of Library Services, the Director of Dual Enrollment, the Associate Dean of Arts and Sciences and Assistant Director, OPC and Executive Directors, where appropriate, are responsible for the orientation, supervision, and evaluation of all adjunct faculty.

Part-time faculty teaching credit courses will be evaluated by the Dean, Associate Dean, or their designee during their first year of employment and then at least once every three years thereafter. All other part-time faculty will be evaluated at the discretion of the appropriate Dean.

Adjunct faculty may obtain an adjunct faculty handbook from his or her department.
2.16 Career Service/Professional Support Personnel Employment and Termination of Employment

2.16.1 General Policy
Career Service/Professional Support personnel shall include employees of the College other than administrative (certified or non-certified), and instructional personnel. The general categories shall be listed in the annual salary schedule.

Employees are expected to comply with the rules and regulations of the College and to adhere to the moral and ethical standards of the College. Every employee should take pride in his/her assignment and his/her work. It must be recognized by the employee that he or she is a representative of the College and that his/her conduct does much to influence the image of the College.

A permanent Career Service/Professional Support employee is defined as a full-time employee who has completed the probationary period; or, a part-time Career Service/Professional Support employee who has served SJR State for at least 2,080 hours (the equivalent to one full-year of full-time service). This does not include Adjunct employees.

2.16.2 Employment Procedures
As Career Service and Professional Support personnel positions become available, they may be advertised on the College’s application system. Applications for employment for Career Service and Professional Support personnel should be submitted online at www.SJRState.edu. Alternatively, the President may promote, reassign or transfer an employee from within the College in accordance with the needs of the College. Interview Committees make recommendations for final consideration by the Board of Trustees. Therefore, in accordance with F.S. 286.011, interview meetings are public meetings. New, full-time employees will be scheduled for orientation at which time they will elect benefits and complete personnel-related documents.

All new employees will be fingerprinted and an FDLE and FBI criminal history will be performed (see Procedure #2.18 – Fingerprints and Criminal Background Checks). Some Career Service/Professional Support positions may require a satisfactory credit history report. In addition, all employees shall be notified at orientation that they must complete mandatory training within 30 days of employment start date.
Health insurance enrollment will be done online. All employees have the responsibility of keeping withholding exemption certificate, address, telephone number and other such emergency information current.

All personal injuries and accidents occurring on the job or while traveling on business must be reported immediately to the immediate supervisor, the Security Office or campus Executive Director, and the Human Resources Office. A written report should be filed with the Human Resources Office, since employees are covered by Workers Compensation. The Human Resources Office is responsible for coordinating medical services requested by the injured employee with an approved worker’s compensation managed care provider.

All recommendations for employment of Career Service/Professional Support personnel are made to the Board by the President.

Hiring, transfers, promotions and reassignments are based upon the needs of the College and the individual's appropriate qualifications for fulfilling the functions of the specific position, without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status except where sex or age are bona fide requirements.

Upon being hired, an employee is given a classification and placed at a salary. The minimum salary for a classification is the normal starting salary for the class. Some circumstances, such as exceptional experience or qualifications, or scarcity in a classification, may warrant a higher salary.

When an employee is hired, he or she will be in a probationary status normally of six (6) months duration. This probationary period can be for less than six (6) months, but not fewer than two (2) months, upon the recommendation of the President. Full-time personnel are considered permanent employees after successfully completing a satisfactory criminal history/fingerprint search and a six (6) month probation period (unless the President approved a shorter period). Full-time personnel are employed on a need basis to serve at the discretion of the President.

2.16.3 Evaluation

Each Career Service and Professional Support employee (who has completed the six-month probationary period) should receive a written evaluation annually. The purpose of the evaluation is to provide documented and rational foundation for decisions relative to promotion, salary, and retention.

Forms of evaluation approved by the President and District Board of Trustees will be used to formally evaluate each Career Service and Professional Support employee at required rating times. A narrative may supplement the evaluation, at the evaluator’s discretion.

The annual evaluation for Career Service and Professional Support employees will normally begin on January 1 and end on December 31. The period could start at any point in the calendar, but
should end on December 31. Evaluations shall be completed and filed with Human Resources on or before April 1 for the preceding year.

The formal evaluation will be performed by the designated immediate supervisor, reviewed by the next higher-level supervisor, and processed through the chain of supervision to be filed in the Human Resources Office.

The Human Resources Office will provide forms for the evaluation.

2.16.4 Advancement
Employees become eligible for consideration for a salary increase annually in July, or later in the fiscal year as approved by the Board of Trustees. Any Career Service or Professional Support employee who has not been employed for more than ninety (90) days as of the date the salary increase was approved by the Board of Trustees will not be eligible for a salary increase until the next Board of Trustees’ approved across-the-board increase, unless the employee is reclassified, except when said employee moves from a probationary to a permanent status.

Salary advancement within a classification is a means of rewarding the employee for merit, encouraging promotion and careers with the College, and recognizing the individual differences in performance of employees. Salary increases are based primarily on the merit of the employee and not on length of service with the College. Other factors which may be considered for salary increase purposes are qualifications, responsibilities, and length of service with the College.

The College may reassign, transfer or promote Career Service and Professional Support personnel within the College according to the needs and best interest of the College; however, as positions become available, notifications of the openings may be listed at http://www.sjrstate.edu/onlinejobpostings.html. Permanent employees are encouraged to apply for higher positions within three (3) days of posting. When a position is only intended for internal applicants, the posting shall include language that indicates such. Employees are not eligible for transfer until completion of the probationary period as specified in 2.16.2.

Should an employee be promoted to a classification in a higher pay range, the employee will be placed at the salary of the new classification that provides at least the dollar equivalent of the employee's former position. Any deviations from the established procedures must be approved by the President or President’s designee.

2.16.5 Salaries
The salary schedule, as approved at least annually by the Board of Trustees, will provide for the various classifications of Career Service and Professional Support personnel. The salary schedule ranges recognize educational and professional experience. The salary schedule can be found on the College’s website at http://www.sjrstate.edu/humanresources.html.

A Payroll Certification document will be completed monthly by each College department for the purpose of documenting and certifying all full-time employees’ leave time and time worked during the month. Full-time employees must submit a Leave Request form to their appropriate supervisor for approval. Additional administrative approval may be required. All Leave Request forms are
submitted to the Human Resources Department for processing and for reconciliation with the Payroll Certification documents. Leave Request forms and Payroll Certification documents are retained by the Human Resources Department for recordkeeping purposes.

Employees will be paid by check or direct deposit on the last workday of each month.

2.16.6 Outside Employment

No limitations are placed upon Career Service and Professional Support personnel regarding outside employment, unless in the opinion of the supervisor the person's ability to perform his/her work is being adversely affected by extensive outside employment, or his/her effectiveness is compromised by the nature of the outside employment. The supervisor should be notified in advance by any person intending to take outside employment. This notification should include a work schedule, total hours of outside employment, maximum hours in any one day and any one week, and a job description.

2.16.7 Part-Time Employment

Non-instructional employees working in a regularly “established” position (as defined in the Florida Administrative Code of the FRS rules, section 60S-1.004), but working less than full-time, will be paid on an hourly basis for time worked and will receive benefits including Retirement, Social Security, and Medicare. Regularly “established” positions include part-time security officers and other part-time employees employed beyond 2,080 aggregate hours since date of hire or July 1, 1991. Permanent part-time and temporary part-time employees are permitted to work no more than twenty-nine (29) hours per week, except on limited occasions when approved of in advance by the employee’s supervisor and, notification to and approval from the Vice President of Finance and Administration/CFO, or designee. Part-time employees employed with less than 2,080 total aggregate hours receive Medicare benefits only with mandatory participation required in the Alternate to Social Security Plan.

Part-time employees will be set up on the College’s Web-Time Entry system through Banner Employee Self-Service in order to submit time worked. As a system “Approver”, the employee’s supervisor or designee must approve all time submitted. Tools to assist in this process, such as the College’s yearly Payroll Calendar, the Employee Guide, and the Approver Guide can be found on the College website (http://www.sjrstate.edu/businessoffice.html) under the “Web-Time Entry” link.

If the employee and/or supervisor is unable to submit or approve an electronic timesheet, the Payroll Office will work with them to process a paper timesheet submission. A paper timesheet requires both the employee’s and the supervisor’s or designee’s signature.

2.16.8 Rules of Work

2.16.8.1 Hours of Work for Career Service and Professional Support Personnel

It is the responsibility of supervisors to ensure that staffing schedules for Career Service and Professional Support personnel are adequate to provide essential, convenient, and efficient services during the business-operating day of each office/unit (fall/spring and summer periods). Furthermore, supervisors are to ensure that non-exempt personnel work no more than a forty (40) hour workweek unless overtime is approved. Generally, non-
exempt employees are prohibited from teaching courses at SJR State due to overtime regulations.

2.16.8.2 Lunch and Break Periods

Full-time Career Service and Professional Support personnel may be allowed two break periods each day as long as the breaks do not interfere with established work schedules, deadlines, or priorities as deemed necessary by the supervisor. The break periods shall be for no more than fifteen minutes during the first four (4) hour work period and fifteen minutes during the second four (4) hour work period. These breaks are a privilege and not a “right.” Break periods for less than full-time classified personnel may be allowed as permitted by the immediate supervisor using a ratio of no more than fifteen minutes for break per four hours worked.

Break periods cannot be accumulated, added to lunch periods or scheduled leave, or used to cover late arrival or early departure from duty.

Lunch periods are to be taken in the middle of the workday, typically from noon to 1:00 p.m. At the discretion of the supervisor, varying lunch hours may be assigned for departmental employees to ensure office coverage. Under no circumstances shall the lunch period be taken at the beginning of the workday or at the end of the workday. If an employee has an appointment at the beginning or ending of the workday, the employee should file for the appropriate leave time.

2.16.8.3 Compensatory Time

Under the Fair Labor Standards Act, the College qualifies as a “public agency” and may compensate overtime-eligible employees (non-exempt) through the use of compensatory time (or “comp time”) in lieu of cash overtime payments. Compensatory time is granted when a non-exempt employee works on a College holiday or paid non-duty day or when a non-exempt employee works over forty (40) hours in a week. To use compensatory time, a Leave Request form must be prepared and approved in the same manner as vacation/sick leave and submitted to the Human Resources Department. Use of compensatory time shall not unduly disrupt the operations of the College.

2.16.8.4 Compensatory Leave if Status Changes from Non-Exempt to Exempt

When a non-exempt employee is promoted to an exempt position by the President and the employee has an established balance of compensatory leave, the employee will be paid overtime compensation at the rate of one and one half times the employee’s hourly rate of pay at the time in which it was earned.

2.16.8.5 Compensation

Compensation for overtime shall be in accordance with the Fair Labor Standards Act, as amended.

Any non-exempt employee who works overtime shall receive compensatory time at the rate of one and one-half times the overtime hours worked. In order to receive credit for
overtime, the hours worked must be shown on a compensatory time form which must be submitted to Human Resources in the month in which compensatory time is earned. Compensatory time should be used within 90 days of the date earned so long as it is not disruptive to the operation of the employee’s department and the College; and, compensatory time must be used within the fiscal year in which it is earned. Compensatory time will not be rolled from one fiscal year to the next. Compensatory time may be used by submitting an approved leave form to Human Resources. Any employee who has not used their compensatory time by the end of the fiscal year shall be paid overtime compensation at the rate of one and one half times the employee’s hourly rate of pay. Hours worked during holiday periods shall be substituted on a one-for-one basis unless the total number of hours worked during the week exceeds forty (40) hours. The maximum balance of accrued compensatory time cannot exceed the federal limit of 240 hours. The requirement for overtime compensation does not apply in instances where non-exempt employees are given permission to work for the College in a capacity other than their primary position where keeping a time sheet for attendance purposes is not required.

2.16.8.6 Non-Exempt Personnel
During peak workload periods, unexpected events, and in areas where temporary employment is not feasible, overtime work for non-exempt employees may be required. Overtime should be approved in advance.

2.16.8.7 Contract/Grant Employees
A non-exempt Contract/Grant employee who works overtime shall receive either compensatory time or payment for the overtime worked. The decision to grant compensatory time or payment lies with the Contract/Grant project director. All other overtime policies for non-exempt personnel apply to non-exempt contract/grant employees.

2.16.8.8 Overtime
Overtime is defined as hours worked by a non-exempt employee in excess of forty (40) hours per workweek. Hours worked on holidays are not considered to be overtime unless the total number of hours worked in that workweek exceeds forty hours.

2.16.8.9 Authorized Hours Worked
Hours worked is defined as the time for which an employee is entitled to be compensated. Employees must be compensated for time they are required to be on duty and for time they are allowed to work. It is the duty of supervisors to maintain controls so that only authorized work hours are permitted. For the purpose of determining hours worked, time for which an employee is paid but does not work, such as vacation, holidays, and sick leave, is not counted.

2.16.8.10 Work Week
The College workweek shall be from 12:01 a.m. on Saturday through midnight on the following Friday.
2.16.9 Termination of Employment

2.16.9.1 Resignation and Termination

Employees on contract should provide written notice at least thirty days in advance of termination date. Career Service resignations must be submitted in writing to the Associate Vice President for Human Resources at least two (2) weeks in advance of termination date. Termination of employment of Career Service and Professional Support personnel by the College may be made according to the needs and resources of the College, at the discretion of the President.

If a Career Service or Professional Support employee retires or resigns before July 1 of a fiscal year but has vacation or sick leave time for which he or she will be paid in the following fiscal year (but does not actually work in the following fiscal year), the Career Service or Professional Support employee will be paid on the salary schedule of the fiscal year in which he or she submits his/her resignation or retirement. A Career Service or Professional Support employee who retires or resigns before July 1 of a fiscal year, but continues to work temporarily in the following fiscal year, will be paid on the salary schedule of the fiscal year in which he or she submits his/her resignation or retirement.

2.16.9.2 Retirement

Full-time Career Service and Professional Support personnel are members of the Florida Retirement System upon date of hire. Part-time or temporary personnel are not eligible unless employed in a regularly established position on a continuing basis as determined by the FRS statutes, or employed in a part-time non-instructional position that becomes a regularly established position after the employee has worked more than 2,080 hours since date of hire or July 1, 1991. The College and eligible employees pay contributions to the Florida Retirement System (FRS).

The College may award payment for unused earned sick leave to any full-time College employee at normal retirement, or to his/her beneficiary if service is terminated by death. Payment for unused earned sick leave hours will be paid upon normal retirement to any full-time College employee for up to one-half of his/her accumulated unused sick leave, but not more than four hundred eighty (480) hours. Employees who elect to retire from employment and are eligible for accumulated sick leave pay from St. Johns River State College are required to participate in the College’s 401(a) Qualified Retirement Plan for Accumulated Sick Leave Pay subject to contribution limits. Provisions of the 401(a) plan include permanent exemption of Social Security and Medicare taxes for the employee and the College for the eligible contributions. If an employee returns to work after normal retirement, they are not eligible for additional accumulated sick leave payout.
2.17 Councils and Committees

2.17.1 General
Participation in the on-going development of the College is encouraged through the work of the various councils, boards, and committees. While the primary responsibility of the instructor is to insure academic education through class instruction, participation in College committees and knowledge of the functioning of College groups is necessary for communication and for the welfare of all concerned.

Councils and committees will meet on call by the chairpersons who will, with proper advance notice, designate the time and place. Each chairperson is responsible for the recording of the minutes, the filing of the minutes, and for follow-up on any recommendations made by the group.

Committee minutes will be typed and a copy will be sent as soon as possible to the President and other appropriate persons. Recommendations that are approved by the President will be included as appropriate in an administrative bulletin. The President shall be an ex-officio member of all committees.

2.17.2 Councils and Committees
The following councils and committees are established:

2.17.2.1 Executive Management Team (EMT)
The EMT is designed to develop administrative policies and procedures. It is composed of the President, the Senior Vice President/General Counsel and Executive Director, PAC, the Vice President for Academic Affairs/CAO and Executive Director, SAC, the Vice President for Workforce Development and Executive Director, OPC, the Vice President for Student Affairs/Assistant General Counsel, the Vice President for Finance and Administration/CFO, the Vice President for Development and External Affairs, and the Vice President for Assessment, Research and Technology. The President is the Chairman.

2.17.2.2. College Council
The function of this council shall be to provide a forum for communication regarding the administration and operation of the College. Administrative policies, procedures, and plans will be discussed. It is composed of all administrators and directors (professional support classification) as selected by the President. The President or his/her designee is the Chair.
2.17.2.3 Institutional Planning Committee
The purpose of the Institutional Planning Committee is to integrate and coordinate planning activities of the College including, but not limited to, the development of the College’s Strategic Plan and College-wide goals, and the College Technology Plan. The Committee makes recommendations concerning the most efficient use of College resources, monitors annual unit plans developed from the Strategic Plan, and reviews both program and grant proposals for appropriate fit with the College’s mission and budget. New academic programs are approved by this committee before submission for approval to the District Board of Trustees. Furthermore, the Committee develops procedures designed to implement policies approved by the District Board of Trustees. Membership of the committee will be made up of the President, the Vice Presidents, the Associate Vice Presidents, the Chief Information Officer, the Faculty Senate President, and a Faculty Senate Representative from each campus. The Senior Vice President/General Counsel and Executive Director, PAC shall serve as Chair.

2.17.2.4 Academic Affairs Committee
The purpose of the Academic Affairs Committee is to review the College’s Bachelor of Science Degree; Bachelor of Applied Science Degree; Associate in Arts Degree; Associate in Science Degrees in visual and performing arts, business, and computers; institutional credit education program; and Adult and Developmental Education programs. The committee will review and recommend changes to program requirements; review and recommend additions and deletions to the curriculum; review and recommend changes in the general education core requirements; and review the effectiveness measures for the program areas. Membership of the committee will be made up of at least 10 faculty members representing the disciplines within Arts and Sciences, Adult Education, The Florida School of the Arts, and Teacher Education; the Vice President for Academic Affairs/CAO and Executive Director, SAC; the Associate Vice President for Academic Affairs; the Dean of Arts and Sciences; the Director of Dual Enrollment and College Access; the Dean of the Florida School of the Arts; the Dean of Adult and Secondary Education; the Dean of Teacher Education; the Dean of Learning Resources; the Director of Business Education; the Director of Computer Education; the Director of Organizational Management; and the Director of eLearning.

2.17.2.5 Learning Resources Committee
The purpose of the Learning Resources Committee is to recommend and support library policies and procedures consistent with educational goals of the College. The committee is charged with providing liaison between the instructional divisions and the professional library staff. Membership will consist of faculty from a variety of disciplines including those from workforce, arts and sciences, Florida School of the Arts, and baccalaureate programs. The Dean of Library Services will serve as Chair.

2.17.2.6 Athletic Committee
The function of this committee is to recommend policies related to the College athletic program. It is composed of representation from the staff and Board of Trustees. The Vice President for Student Affairs/Assistant General Counsel will serve as Chair.
2.17.2.7 Student Affairs Standing Committees
The members of any student affairs committee are expected to perform their duties through appropriate channels and procedures. Common to all are the following expectations:

a. Judgments are to be made as objectively as possible and after all factual accounts and materials are reviewed.

b. A written record of the meetings with the results of decisions is to be processed.

c. Release of final decision is to be made only after the last appeal procedure and only by the Vice President for Student Affairs.

d. Proceedings are, in most cases, considered to be confidential and committee members are expected to honor this confidentiality.

2.17.2.7.1 Disciplinary Committee
This committee will be appointed by and will meet at the request of the Vice President for Student Affairs relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee will act in accordance with procedures set forth in the disciplinary provisions contained in the student handbook. The committee shall be composed of the Vice President for Student Affairs, three other full-time employees and two students. The Vice President for Student Affairs will serve as Chair.

2.17.2.7.2 Traffic Appeals Committee
The function of this committee will be to hear appeals from students in reference to traffic citations and fines. The committee will be composed of the Vice President for Student Affairs, two other full-time employees and two students. The decision of the committee will be final. The Vice President for Student Affairs will serve as chair.

2.17.2.7.3 Scholarship and Awards Committee
This committee makes recommendations for procedures in the recruitment, publicizing, selection, and awarding of honors, awards, and scholarships among the student body. These may include, but are not limited to, the following: SJR STATE Valedictorian Award, SJR STATE Hall of Fame, applicable SJR STATE Foundation Scholarship Awards and Academic Scholarship Awards as requested from state universities and colleges. It is composed of the Vice President for Student Affairs, the Director of Financial Aid, one (1) staff member and the Vice President for Development and External Affairs. The Vice President for Student Affairs will serve as Chair.

2.17.2.7.4 Academic Petitions - Admissions Committee
This committee will meet at the request of the chairman relative to new student admissions, or non-degree, non-high school graduates with fifteen (15) hours attempted. The cases considered will only be the exceptions to established policies of admission/registration for course work and/or college credit programs.
These cases include, but are not limited to:

a. Non-high school graduate or the equivalent.
b. High school graduate with certificate of attendance, special diploma or special certificate of completion.
c. High school graduate from a non-accredited school.
d. Prospective student whose test scores are below the cut-off score as established by the State Board of Education.
e. An academically suspended or dismissed student seeking admission or readmission to SJR STATE.

The applicant may be required to produce additional evidence, sit for additional testing, and/or appear personally prior to a final decision. Limitations of registration and/or additional requirements such as periodic counseling and/or tutoring sessions may be imposed, if the student is admitted, in order to insure as much as possible, the success of the student.

Applicants whose academic background, test scores, and orientation to college academic work appear to be so substandard that their ability to profit from college instruction is questionable will only be admitted and allowed to register after a judgment of the Admissions Committee with the approval of the President. The President shall be the final authority. The Vice President for Student Affairs will notify the student of the final decision.

The committee shall be composed of the Vice President for Student Affairs and three other full-time employees. The Vice President for Student Affairs will serve as Chair.

2.17.2.7.5 Academic Petitions - Grade Appeals Committee
This committee, acting within established rules and college policy, makes recommendations to the Vice President of Student Affairs concerning student petitions involving grades. The committee shall be composed of the Vice President for Student Affairs and five other full-time employees. The Vice President for Student Affairs will serve as Chair.

2.17.2.7.6 Residency Appeal Committee
This committee is responsible for considering student appeals of residency determinations, in accordance with the College’s official appeal process. The committee will ultimately provide written correspondence to the student regarding the reasons for the residency determination. The committee shall be composed of the Vice President for Student Affairs and three other full-time employees. The Vice President for Student Affairs will serve as Chair.

2.17.2.7.7 Financial Aid Appeals Committee
This committee is responsible for reviewing appeals from students in the category of either financial aid suspension or maximum hours suspension statuses. This
committee reviews the appeals, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Dean of Enrollment Management. The Dean informs the students of the committee’s decision; the decision of the committee is final.

The committee shall be composed of the Vice President for Student Affairs and three other full-time employees. The Vice President will serve as Chair.

2.17.2.8 College Equity Committee
This Committee is responsible for monitoring the activities and progress of the College in fulfilling its Equal Access/Equal Opportunity Affirmative Action program and for developing and recommending to the President policies and actions for achieving Equal Access/Equal Opportunity goals. It is composed of administration, faculty, and staff. The Associate Vice President for Human Resources is Chair.

2.17.2.9 College Grievance Committee
This committee is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and, the Age Discrimination Act of 1975. The committee will hear students, prospective students, employee, and prospective employees concerning grievances alleging discrimination or harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status on the part of the College or any of its components. The committee will be composed of five full-time employees selected from a list of employees submitted annually to the President by the Associate Vice President for Human Resources.

2.17.2.10 Information Technology Advisory Committee
This committee serves to advise the College on matters of Information Technology. The committee is comprised of the Senior Vice President/General Counsel and Executive Director, PAC; the Vice President for Academic Affairs/CAO and Executive Director, SAC; the Vice President for Workforce Development and Executive Director, OPC; the Vice President for Finance and Administration/CFO; the Vice President for Student Affairs; the Vice President for Development and External Affairs, the Vice President for Assessment, Research and Technology; the Chief Information Officer; the Director of Computer Science and the Dean of the Florida School of the Arts. Additional administrators, faculty and staff may serve on the committee as appointed. The Vice President for Assessment, Research and Technology is Chair.

2.17.2.11 Safety and Security Committee
The responsibility of the Safety and Security Committee is to review safety and security issues, to develop and recommend policies, procedures, and plans that insure that the College provides a safe and secure academic environment for students, staff, faculty, administrators, and visitors on all campuses of the College. The primary objectives of the
committee are to coordinate and recommend the appropriate plans to respond to and manage crisis and emergency situations, insure safety, and manage the risk to the College in an effort to enhance the overall safety and security of the College community. The membership of the committee includes the Associate Vice President for Human Resources; two faculty members with at least one member from the sciences; the Director of Campus Safety; Chief Information Officer, and is chaired by the Senior Vice President/General Counsel and Executive Director, PAC. Additional administrators, faculty and staff may serve on the committee at the discretion of the Senior Vice President/General Counsel and Executive Director, PAC.

2.17.2.12. Workforce Committee
The purpose of the Workforce Committee is to review the curriculum within the Workforce Development Division to include the departments of Allied Health, Criminal Justice and Public Safety, Engineering and Nursing. The committee will review program requirements, review recommended additions and deletions to the curriculum and review the effectiveness measures for the program areas. Membership of the committee will be made up of at least six faculty members representing the disciplines within these departments as well as the Department Dean/Dirctor. The Vice President of Workforce Development will serve as Chair; and, Ex Officio members will be the Vice President for Academic Affairs and the Vice President for Assessment, Research and Technology.

2.17.2.13 Institutional Review Board (IRB)
This committee has been established to ensure that research conducted at the College or by College personnel adheres to established principles for the rights and welfare of human subjects involved in research. The role of the Institutional Review Board includes the review of research proposals involving human subjects to ensure that such subjects are adequately protected, that risks are considered and minimized, that potential benefits of the research are identified, that human subjects are voluntary participants and are properly informed of their legal rights and protections, and that research complies with established standards and ethical principles. The IRB is composed of at least five voting members and must include both men and women, at least one member whose primary concerns are in the science areas, one whose primary concerns are nonscientific areas, and at least one member who is not otherwise affiliated, either directly or through immediate family, with St. Johns River State College.

2.17.2.14 Benefits Committee
The Benefits Committee serves to advise the College on the matter of Employee Benefits by reviewing current benefits, exploring market options and offering recommendations for high-quality, cost-effective employee benefits. The Committee is also responsible for monitoring the sick leave pool and making determinations of eligibility. Membership of this committee includes the President, Senior Vice President/General Counsel and Executive Director, PAC, Vice President for Academic Affairs/CAO and Executive Director, SAC, Vice President for Finance and Administration/CFO, Vice President for Student Affairs, the Controller, the Associate Vice President for Human Resources and one other HR staff responsible for benefit administration. The Associate Vice President for Human Resources shall serve as chair.
2.17.2.15 Faculty Senate
The Faculty Senate was established to be a part of the shared governance of St. Johns River State College in collaboration with the administration for the continuous improvement of the College and the attainment of its goals. The Faculty Senate will act as a collective voice of the faculty in its participation in the operations of the College. The elected officers of the Faculty Senate shall be a Faculty Senate President, a Secretary, a Campus Chair from each campus, and a Campus Vice-Chair from each campus.

2.17.2.16 Honors Program Committee
The function of this committee is to recommend policies related to the College’s Honor Program. It is chaired by the Vice President for Academic Affairs/CAO and Executive Director, SAC and is composed of representation from the various academic disciplines within Arts and Sciences, the Dean of Arts and Sciences, and the Associate Dean of Arts and Sciences.

2.17.2.17 Marketing and Recruiting Committee
This committee will develop an understanding for each department’s role for communications to enhance, facilitate and unify the College’s marketing message. The Committee is comprised of the Senior Vice President/General Counsel and Executive Director, PAC; the Vice President for Academic Affairs/CAO and Executive Director; SAC, the Vice President for Workforce Development and Executive Director, OPC; the Vice President for Student Affairs/Assistant General Counsel; the Vice President for Development and External Affairs; the Associate Vice President for Academic Affairs; the Director of Public Relations and Publications; the Director of Workforce Services; the Director of Testing and Student Support Services; the Dean of Enrollment Management; the Director of Dual Enrollment and College Access; the Dean of Adult Education; and other select faculty and staff. The Vice President for Development and External Affairs shall serve as Chair.

2.17.2.18 College Career Services Committee
The SJR State Career and Employment Committee is committed to being responsive to the discipline-specific career needs of College students. Committee initiatives are designed to prepare students for the challenges and opportunities presented in the global marketplace while simultaneously encouraging students to pursue and sustain academic excellence.

The Committee values the worth of all students and their chosen discipline and prepares them for life through guidance toward personal and professional fulfillment and civic engagement. The Committee does this via effective educational experiences, ongoing student support services, and career assessment and planning resources to match the needs of the diverse communities it serves.

The Committee is comprised of the Vice President for Workforce Development and Executive Director, OPC; the Director of Workforce Services; the Associate Vice President for Academic Affairs; the Director of Testing and Student Support Services; the Dean of
Adult Education; and other select faculty and staff. The Director of Workforce Services shall serve as Chair.

2.17.2.19 Academic Calendar Committee
The Committee is responsible for determining the academic calendar from year to year and recommending it to the President, for approval by the Board of Trustees. The Committee is comprised of the Vice President for Academic Affairs, the Dean of Florida School of the Arts, the Associate Vice President for Academic Affairs, the Vice President for Workforce Development, the Registrar, the Senior Vice President/General Counsel, the President, the Vice President for Finance and Administration/CFO, the Associate Vice President for Human Resources, the Director of Advising, the Vice President for Student Affairs and Assistant General Counsel, and other faculty and staff. The Vice President for Student Affairs and Assistant General Counsel shall serve as Chair.

2.17.2.20 Ad Hoc Committees
Committees for specific and short-term purposes will be appointed by the President as needed

2.17.3 Traffic Appeals Committee Procedures
The function of this committee will be to hear appeals from students in reference to traffic citations and fines. The committee will be composed of three (3) faculty or staff members and two (2) students. The Vice President of Student Affairs will serve as committee chair. The decision of the committee will be final.

The following procedures are to be followed in handling a traffic violation:
1. Vehicle parking warning citations and Notice of Parking Violation Tickets will be issued by the college security force, Executive Directors or their designee at OPC and SAC.
2. Generally a warning will be issued for the first infraction. The next infraction will result in a Notice of Parking Violation Ticket with a fine of $25.00.
3. A student receiving a Notice of Parking Violation Ticket has the option of:
   a. Paying the fine at the SJR STATE Administration Office within ten (10) school days of date of issuance.
   b. Appearing before the Traffic Appeals Committee at the time and date indicated on the Notice of Parking Violation.
4. The Traffic Appeals Committee has jurisdiction to take the following actions:
   a. Waive the fine or dismiss the violation notice if the student appears and establishes innocence or is found not guilty of the violation.
   b. Affirm the violation notice and fine.
   c. Affirm the charge, but reduce the fine if circumstances warrant.
   d. Affirm the charge and fine and impose an additional administrative charge of $5.00 if it is necessary to identify the operator and/or owner of the vehicle through law enforcement (FCIC/MV).
5. The result of all cases considered by the Traffic Appeals Committee will be reported to the Business Office and the fines will become a charge against the account of the
student. The decision of the Traffic Appeals Committee is final, and there is no further appeal.

6. It shall be the responsibility of the student who wishes to contest the charge to present his/her case. It shall be the duty of the Chief of Security to provide the Traffic Appeals Committee with documentation and other evidence supporting or bearing on the traffic or parking violation.
2.18 Fingerprints and Criminal Background Checks

Fingerprints of all new employees employed (full-time and part-time) after 07/01/2003 are required for the purpose of providing a safe and secure student and employee environment. The fingerprinting process will be done by an employee of the College who is trained to take fingerprints. Individuals hired for certain positions may be subject to additional screenings and tests at the discretion of the College. The costs for all screenings and tests required by the College will be borne by the College.

New employees shall be on probationary status pending the results of all screenings and tests and fingerprint processing through the Volunteer & Employee Criminal History System (VECHS) provided by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

Probationary employees terminated because of their criminal record shall have the right to appeal such decisions based upon the accuracy of the criminal record.

Criminal background checks may be required of current employees in any program as determined by the President, or designee, for the purpose of providing a safe and secure environment.

Determination of the status of a current employee whose fingerprint results, or the results of other screenings and tests which may be required, disclose a criminal record or other behavior not formally disclosed on the application of the employee, will be made by the President based on information and research provided by the Associate Vice President for Human Resources. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal.
2.19 Accepting Student Internships
St. Johns River State College may agree to accept internships based on the following procedure:

The institution or entity seeking approval shall submit a request for the internship executed by a representative of the institution at the dean level or above, the supervising faculty member of the requesting institution, and the intern. At a minimum, such request shall contain the following:
1. The objectives of the proposed internship
2. A description of the activities of the proposed intern during the internship
3. The responsibilities of the proposed preceptor for St. Johns River State College, including a description of how any evaluation by the preceptor will be carried out
4. The dates or semester of the proposed internship
5. A document setting forth the responsibilities of the sending institution, the supervisor of the sending institution, the intern, the preceptor, and St. Johns River State College.
6. Priority will be given to Florida residents.

As part of SJR STATE’s internal process, the appropriate Vice-President must approve internship requests prior to these requests being forwarded to the Vice President for Finance and Administration/CFO. All internships shall be approved in advance by the President and the District Board of Trustees of St. Johns River State College. The documentation for the proposed internship must be received by the office of the Vice President for Finance and Administration/CFO two weeks prior to the District Board of Trustees meeting in which approval will be requested.

Following the action by the District Board of Trustees on any application for an internship, the Vice President for Finance and Administration/CFO will notify all interested parties.

Any approval for an internship is subject to background and fingerprint screening. If the internship is an unpaid internship, the intern (if accepted) must fill out the volunteer application form and complete the volunteer application process.

Any SJR State student who is completing an internship at the College as a part of their prescribed program is not subject to these requirements but must meet the program requirements as outlined for course credit. SJR State students completing an internship will be required to complete a volunteer application and complete the volunteer application process.
Part Three – General College Personnel Procedures
3.1 Leave

3.1.1 Definition
Leave is permission granted by the Board for an eligible employee to be absent from his/her duties for a specified period of time with the right to return to employment on the expiration of the leave.

3.1.2 General Guidelines
The leave guidelines are applicable for all employees: Administrators, Instructors, Librarians, Advisors and Career Service/Professional Support personnel. Nominal differences may exist in the implementation of the leave guidelines across the above broad job classifications. These differences are noted where possible. If the employee is uncertain about any of the information pertaining to these leave procedures contact your immediate supervisor for assistance.

3.1.3 Application and Approval
An application for leave must make clear the purpose for which the leave will be used. The Board has the right to determine whether the leave is being used for the purposes set forth in the application, and may cancel the leave if it is not being so used. No leave except military leave can be granted at one time for a period greater than one year.

Application for leave must be submitted through appropriate channels to the appropriate Vice President or the President. The President may, within policies adopted by the Board of Trustees, approve applications for leave with the exception that Military Leave, Extended Professional Leave, Family Medical Leave and Sabbatical Leave must receive specific Board of Trustees approval. The President may, in his discretion, refer other types of leave applications to the Board. For faculty and administration, all leave granted during orientation week and formal graduation ceremonies must be approved in advance by the President.

Leave must be officially granted in advance. It cannot be granted retroactively. Sick leave and leaves made necessary by emergencies are considered as being granted in advance if the employee makes a prompt report concerning his/her absence to the person to whom the absent employee would report, preferably before the beginning of the work day.
Sick leave and/or vacation leave may be earned only while an individual is receiving a salary from the institution. Individuals on leave without pay do not earn sick leave or vacation.

3.1.4 Unauthorized Absence/Absence without Leave
Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law. If an employee granted leave fails to return to duty at the termination of the leave, his/her employment shall be subject to cancellation by the Board. An employee who is absent without leave shall forfeit compensation for the period of absence and may be subject to termination of employment.

3.1.5 Types of Leave

3.1.5.1 Administrative Leave

3. 1.5.1.1 Jury Duty
An Administrator, Instructor, Librarian, Advisor or Career Service/Professional Support employee who is summoned for jury duty shall be granted administrative leave with pay, and jury fees shall be retained by the employee. Adjunct Instructors who miss class as a result of being summoned for jury duty shall also be granted administrative leave with pay, and jury fees shall be retained by the employee. The College will not reimburse the employee for other expenses while serving as juror.

3. 1.5.1.2 Witness in Court
An Administrator, Instructor, Librarians, Advisor Career Service/Professional Support employee subpoenaed as a witness in litigation in which he or she is not involved as a principal shall be granted administrative leave with pay, and witness fees shall be retained by the employee. The College will not reimburse the employee for other expenses incurred.

3. 1.5.1.3 Witness for College in Court
An Administrator, Instructor, Librarians, Advisor Career Service/Professional Support employee subpoenaed in litigation in order to represent the College as a witness shall not be granted leave. Such activity will be considered part of the job assignment and the person shall be paid per diem and travel expenses. Any fees received shall be turned over to the College.

3. 1.5.1.4 Personal Litigation
In no case will administrative leave be granted when engaged in personal litigation in which the Administrator, Instructor, or Career Service/Professional Support employee is a principal. However, vacation or personal leave may be granted.

3.1.5.2 Professional Leave
Professional leave is leave not in excess of thirty (30) days, granted to an Administrator or Instructor authorizing absence from contractual duties to engage in activities which will
result in his/her professional benefit or advancement, or which will contribute to the profession of teaching. Application for this type of leave ordinarily will be initiated by the employee and will be primarily for the benefit of the College. Professional leave may be with or without compensation.

The Board does not grant professional leave during the annual pre-planning period. If a faculty member is late reporting for the pre-planning period, he or she must take personal leave without pay. **Professional Leave is not available for Professional Support or Career Service employees.**

### 3.1.5.2.1 Extended Professional Leave

Leave granted to an administrator or instructor for professional improvement in excess of thirty (30) consecutive days, but for a period not exceeding one year, is extended professional leave. Such leave is ordinarily initiated by the individual and may be granted at the discretion of the Board, provided the individual has served successfully and satisfactorily for a period of three (3) years or more. Extended professional leave shall be without compensation.

### 3.1.5.2.2 Sabbatical Leave

Sabbatical leave may be granted to an administrator or instructor with partial compensation after seven (7) years of service at the College and:

a. When such leave will benefit the College by upgrading the person in his/her professional area, or in an area of cross-training, or

b. When such leave will provide additional graduate study in a planned program of study, or

c. When such leave will provide educational travel opportunities that will be of value to the person in his/her role with the College.

Sabbatical leave may be granted for up to ten (10) months. Compensation will be paid at a rate not to exceed 75% of the regular contracted salary. Sabbatical leave may also be granted for one full academic term and will be compensated at a rate not to exceed 95% of the regular contracted salary. Sick leave will accrue if leave is during a time the instructor would be teaching.

Personnel granted sabbatical leave will be required to compensate the College by providing two additional years of service to the College, or by repayment of actual monies received.

### 3.1.5.3 Vacation Leave

**3.1.5.3 Vacation Leave**

Employees on less than a twelve (12) month contract will not be granted vacation time. Each employee is responsible for checking the accuracy and accrual rate of vacation days reported each month on the employee’s pay stub.

Employees filling positions made possible by funding from a source outside the College
(for example – state and federal grants) earn vacation leave in accordance with the “years of related experience” and “days earned per year” guidelines. However, the “maximum leave accrued” and “maximum days payout at termination” guidelines do not apply to positions that are funded by outside sourcing. Employees filling those positions may not carry forward any vacation leave balances from one contract year to the next. Accrued vacation leave must be used during the contract year in which it was earned. The President may approve an exception carry forward of up to 40 hours vacation leave where grant funding for the individual continues in the following year and the individual’s absence at the end of the fiscal year would create a hardship for the College. Individuals who held a full-time position immediately prior to their assignment to a grant position may continue to carry forward unused hours, not to exceed the number of accrued hours at the time funding was changed to an outside source. Cash payment for vacation days will not be paid upon termination of employment for grant funded positions.

The following guidelines apply to employees who are eligible to earn vacation:

A. TWELVE MONTH FACULTY AND PERSONNEL, EXCLUDING SENIOR MANAGEMENT CLASS (FRS) PERSONNEL AND PROFESSIONAL SUPPORT Grade Level 23 and above

Provide vacation leave for twelve-month personnel based on related experience as follows:

<table>
<thead>
<tr>
<th>Years of Related Experience</th>
<th>Days Earned Per Year</th>
<th>Maximum Leave Accrued</th>
<th>Maximum Days Payout at Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5</td>
<td>12</td>
<td>44</td>
<td>30</td>
</tr>
<tr>
<td>6-10</td>
<td>15</td>
<td>44</td>
<td>30</td>
</tr>
<tr>
<td>10 +</td>
<td>18</td>
<td>44</td>
<td>30</td>
</tr>
</tbody>
</table>

Twelve month employees who have five (5) or more years of service in any Florida College System institution will be allowed to earn fifteen (15) days per year.

Employees seeking to have vacation accrue at a higher rate because of completion of five (5) or more years of service in any Florida College System institution, which may include St. Johns River State College, are responsible for notifying the Office of Human Resources regarding previous service and shall provide proof of prior service. Upon notification, vacation will accrue at the calculated monthly rate for the fiscal year in which the notification was received. Vacation accrual will not be retroactive to service in prior fiscal years in which the employee was eligible but notification and proof were not received.

B. TWELVE MONTH PERSONNEL(Grade Levels 23-28)

Provide vacation leave as follows:
### C. SENIOR MANAGEMENT CLASS (FRS) PERSONNEL (Grade Level 29 and Above)

Provide vacation leave as follows:

<table>
<thead>
<tr>
<th>Days Earned Per Year</th>
<th>Maximum Leave Accrued</th>
<th>Maximum Days Payout at Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>44</td>
<td>44</td>
</tr>
</tbody>
</table>

### D. EXCESS VACATION LEAVE

Accrued vacation leave in excess of the maximum on June 30th (the end of the fiscal year) may be transferred to sick leave unless modified by contract. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.

#### 3.1.5.4 Military Leave

In accordance with Florida Statute, military leave may be granted with pay for up to 240 working hours to personnel who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard on all days during which they are engaged in training ordered under the provisions of the United State military or naval training regulations when assigned to active or inactive duty, in any one annual period, beginning July 1 through June 30.

#### 3.1.5.5 Personal Leave Without Pay for Administrators and Instructors

There are conditions that make it reasonable for an administrator or instructor to be temporarily excused from contractual obligations for personal reasons. This is covered by personal leave without pay. Personal leave without pay in excess of five (5) days (forty (40) hours) requires Board approval.

#### 3.1.5.6 Illness or Injury in-the-line-of-duty Leave

The Board may authorize up to ten (10) days (eighty (80) hours) paid leave for illness or injury in-the-line-of-duty for administrators, faculty and Career Service/Professional Support personnel. Such illness or injury must be certified by a physician as being school connected or contracted. This leave shall not be in addition to leave granted under Family Medical Leave Act provisions but shall be included in Family Medical Leave Act.

#### 3.1.5.7 Family and Medical Leave

Family Leave will be granted in accordance with the Family and Medical Leave Act (FMLA). Employees who have worked for the College longer than twelve (12) months...
and who during the twelve month period preceding leave worked at least 1250 hours, are eligible for family and/or medical leave.

Eligible employees may take up to twelve (12) workweeks of unpaid leave in any twelve-month period for any of the following four reasons:
1. the birth of a child to the employee or employee's spouse
2. the placement of a child with the employee for adoption or foster care
3. the need to care for a spouse, son, daughter or parent with a serious health condition
4. a serious health condition that makes the employee unable to perform his or her job

Functions
If both spouses are employed by the College, a combined total of twelve (12) work weeks to the two employees will be provided in the case of childbirth, adoption or placement of a child for foster care.

The employee may elect or the College may require the employee to substitute any accrued paid vacation for part of the twelve-week period when the employee takes leave to care for a newborn or child placed for adoption.

The employee may elect or the College may require the employee to substitute any accrued paid vacation and/or sick leave for all or part of the twelve week period when the employee takes leave due to his or her own serious health condition.

The College will continue to pay for the employee's group health insurance that the College has provided in advance of leave. The employee will be required to pay in advance all insurance premiums that are payroll deducted for family coverage etc., while the employee is not accruing salary or wages during leave. If the employee fails to return to work after leave for reasons other than the continuation, recurrence or onset of a serious health condition that would entitle employee to medical leave or due to other circumstances beyond the employees control, the employee will be financially responsible for the medical insurance premiums the College paid while the employee was on leave.

Medical Certifications
The College may require the employee who takes leave because of his or her own serious health condition or the serious health condition of a family member to provide medical certification from the health care provider. The certification must be given in a timely manner and if possible before leave begins after or within fifteen (15) calendar days of request, if practicable.

All medical certifications must contain the following information:
1. the date on which the serious health condition began
2. the probable duration of the condition
3. the appropriate medical facts about the condition known by the health care provider
4. In the case of leave due to the employee's serious health condition, that the employee is unable to perform the functions of his or her job
5. In the case of leave due to a family member's serious health condition, that the employee is needed to care for that individual and an estimate of the amount of time that the employee will be needed to do so.

If the leave is intermittent or on a reduced schedule, the certification must additionally contain:
1. dates treatment is expected and duration of the treatment
2. an explanation of the medical necessity for leave on an intermittent or reduced schedule and the expected duration of the leave

The College may, at the expense of the College, require the employee to obtain a second opinion from a health care provider selected by the College. If the second opinion differs from the first, a third opinion may be obtained, at the expense of the College, from a health care provider approved by both the College and the employee. This third opinion will be final and binding. The College may require the employee to obtain subsequent re-certifications.

If leave is due to the employee's own serious health condition, the employee will be required to provide a fitness-for-duty certification from the health care provider that the employee is able to return to work. The fitness-for-duty certification shall only be related to the particular health condition that caused the employee's need for Family Medical Leave Act leave.

The College may deny restoration to employment until an employee submits a fitness-for-duty certification.

Employees should give at least 30 days advance notice of leave where practicable. Leave taken for the birth, adoption or placement of a child for foster care must be taken within twelve (12) months of the event.

3.1.5.8 Paid Sick Leave
3.1.5.8.1 Accrual
Full-time administrative, faculty, and Career Service/Professional Support personnel are entitled to sick leave on account of personal sickness, accident, disability, or extended personal illness, or because of illness or death of the employee’s father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee’s own household The College may, in its discretion, require certification by an appropriate medical authority of illness, injury, or death.

Sick leave with compensation is earned at the rate of one (1) day (eight (8) hours) per calendar month of service, or major fraction of a calendar month of service, not to exceed twelve (12) days (ninety-six (96) hours) for each fiscal year. No more than eighty (80) days (six hundred forty (640) hours) may be used in any one fiscal
year. Sick leave accumulated within Florida may be transferred to St. Johns River State College from another Florida College System institution, the Florida Department of Education, the Florida University System, or a Florida district school board provided that at least one-half (1/2) of the sick leave accumulated at any time must have been earned at St. Johns River State College. Effective July 1, 2013, hours transferred in from another employer are not eligible for sick leave payout at retirement or termination. Hours transferred in prior to July 1, 2013 will be included in any sick leave payout computation.

3.1.5.8.2 Use for Family Member(s)
An employee may use accrued sick leave for eligible Family Medical Leave Act leave, or leave due to illness or death of a close relative or member of employee's own household up to the maximum amount of sick leave allowed in accordance with Procedure #3.1.5.8, Paid Sick Leave.

3.1.5.8.3 Use for Personal Reasons
Four (4) days (thirty-two (32) hours) deducted from sick leave may be allowed for personal reasons each year. Such leave shall be charged only to accrued sick leave and must be approved by the appropriate supervisor.

For instructional personnel, such leave for personal reasons not covered by Family Medical Leave Act, shall have the following restrictions (except when approved by the Academic Vice President):
   a. No more than two (2) days (sixteen (16) hours) of leave may be taken in Fall or Spring Term.
   b. No more than one (1) day (eight (8) hours) may be taken in any Summer Term.
   c. Night classes cannot be missed under this policy.

3.1.5.8.4 Payout upon Retirement
Payment for a limited number of hours of accumulated (unused) sick leave upon retirement from St. Johns River State College when a full-time employee meets the following criteria:
   • is eligible for retirement benefits from the State of Florida's retirement system pension plan regardless of whether they are in the pension plan or the investment plan
   • has experience with St. Johns River State College totaling at least ten (10) years, including as an active full-time employee the last 12 consecutive months.

If eligible for sick leave payout upon retirement, an employee may be paid for up to one-half of his/her accumulated (unused) sick leave, but not more than sixty (60) days (four hundred eighty (480) hours). If an employee returns to work after normal retirement, they are not eligible for additional accumulated sick leave payout. When an employee receives a sick leave payout upon retirement, all unused sick leave
credit shall become invalid. If an employee terminates prior to retirement, and later becomes re-employed, his/her sick leave credit shall be reinstated. Terminal pay for sick leave accrued by employees in executive administrative management positions (President, Senior Vice President/General Counsel and Executive Director, PAC, Vice Presidents and Associate Vice Presidents) after June 30, 2001 (and for all other administrative employees – Level 25 and above – for leave accruing on and after August 1, 2018) shall be as follows:

a. For sick leave accrued before July 1, 2001, terminal pay shall be made in accordance with the provision as in the paragraph above.

b. For sick leave accrued on or after July 1, 2001, terminal pay may not exceed an amount equal to one-fourth (1/4) of the employee’s unused sick leave or 60 days of the employee’s pay, whichever amount is less.

c. If the employee has an accumulated sick leave balance of 120 days (60 days to be paid out) or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated leave balance as of June 30, 2001, is less than 120 days (60 days to be paid out). Employees who are retiring and are eligible for accumulated sick leave pay from the St. Johns River State College are required to participate in the College’s 401(a) Qualified Retirement Plan for Accumulated Sick Leave Pay subject to contribution limits. Terminal pay for sick leave for employees participating in the Deferred Retirement Option Program (DROP) will have an amount deposited into their account equal to that percentage for the time worked under the DROP option (see table below) multiplied by the value of the balance of the employee’s accrued sick leave days. This percentage will be modified in the first year of enrollment in DROP, if the first year amount exceeds the amount of the contribution limits. For example, an employee participating in DROP for a period of five (5) years will have Terminal Sick Leave Pay deposited as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage of Balance of Terminal Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20% of balance of terminal sick leave</td>
</tr>
<tr>
<td>2</td>
<td>25% of balance of terminal sick leave</td>
</tr>
<tr>
<td>3</td>
<td>33% of balance of terminal sick leave</td>
</tr>
<tr>
<td>4</td>
<td>50% of balance of terminal sick leave</td>
</tr>
<tr>
<td>5</td>
<td>100% of balance of terminal sick leave</td>
</tr>
</tbody>
</table>

These percentages would change according to the option chosen by the employee (i.e. a DROP participant could choose only a three year DROP period, their funds would be deposited over the three year period for a total of 100% by the end of that selection). Employees terminating prior to their pre-selected DROP end date will be paid 100% of their eligible sick leave balance upon employment termination. For employees participating in DROP prior to June 1, 2002, there will be a catch-up provision allowed.

When the full-time employee's service is terminated by death: The beneficiary may receive terminal payment for accumulated (unused) sick leave according to Section
1012.865(2)(d) Florida Statutes, or as appropriately renumbered in subsequent years, except that the number of accumulated (unused) sick leave days will be limited to sixty (60) days (four hundred eighty (480) hours) when following the formula as stated in Section 1012.865(2)(d) Florida Statutes.

3.1.5.8.5 Reinstatement to SJR STATE Retirees
An employee retiring from St. Johns River State College may reinstate up to sixty (60) days (four hundred eighty (480) hours) of unused sick leave for which he or she has not received reimbursement but are not eligible for an additional payout.

3.1.5.8.6 Sick Leave for Grant Positions
Employees filling positions made possible by funding from a source outside the College (for example – state and federal grants) earn sick leave with compensation at the rate of eight (8) hours per calendar month of service, or major fraction of a calendar month of service, not to exceed twelve (12) days (ninety-six (96) hours) for each fiscal year. There is no adjustment of sick leave or cash payment for sick leave upon termination. Sick leave that has been financially supported by an external source can be credited and reinstated if an employee is rehired on a full-time basis within a period of one year following the expiration of a grant or other externally funded source.

3.1.5.8.7 Sick Leave Pool
Purpose: To help protect the employee from loss of income due to a catastrophic illness or injury. All full-time employees earn sick leave credit, which in most cases should be sufficient for their needs. The sick leave pool provides a method for the many to protect the very few in a time of great and special need.

DEFINITIONS: For purposes of this procedure, the following definitions apply:

(a.) A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires treatment by a licensed practitioner for a prolonged period that would result in loss of compensation from the college, and from which the employee is expected to recover to work again at full capacity.

(b.) A licensed practitioner means a practitioner who is practicing within the scope of his/her license in treating the employee.

(c.) The missed work may be continuous or intermittent.

(d.) Employees must be a member of the Sick Leave Pool in order to request and use hours from the pool.

(1) Participation in the sick leave pool shall be voluntary. Any full-time employee shall be eligible for participation in the pool, during the annual open enrollment
periods only, provided that such employee has met all requirements explained herein. Open enrollment will run from April 1 to April 30 and October 1 to October 31 or the end of benefits Open Enrollment period, if later, each year. All application forms must be furnished to the Office of Human Resources by close of business at the end of the open enrollment period. The employee must have been employed full-time for one continuous year by the end of open enrollment and have accrued a minimum of 72 sick leave hours as of the last day of open enrollment. Employees paid 100% from grant or other non-college funding are not eligible to enroll in the Sick Leave Pool. The President may grant exceptions to this policy due to previous experience paid through College funds, but such exception shall not exclude the requirement of one full year of continuous full-time college employment immediately prior to filing an application.

(2) Sick leave may not be advanced for the purpose of contributing to the pool. No individual may join the pool while on sick leave. Employees applying to join the Sick Leave Pool must have worked at least 2 weeks of the open enrollment calendar month.

(3) An employee requesting sick leave pool hours due to a catastrophic illness or injury is not eligible for pool hours until the employee has been under a licensed practitioner’s care.

(4) A member shall not be eligible to use sick leave from the pool until all of that person’s accrued sick leave and vacation leave has been depleted.

(5) Each participating employee shall make an initial contribution of 32 hours to the pool. The pool shall be considered depleted when the total amount of credits in the pool is 240 hours or less. Employees will be given 10 days written notice of the number of sick leave hours required for replenishment. After 10 days of written notice to the individual, contributions to replenish the pool will be automatically transferred from a member’s personal sick leave account without further authorization. An employee who does not have sufficient hours to participate in the replenishment will be withdrawn from the sick leave pool. Such employee may join at the next open enrollment period for a contribution equal to that of the replenishment amount. If employee does not have sufficient hours at the next open enrollment or chooses not to re-enroll at such time, then that employee may only join in future open enrollments by meeting all requirements as any other prospective enrollee. An employee who is absent while using leave time withdrawn from the sick leave pool is treated for all purposes the same as an absent employee on earned sick or vacation leave. Sick leave and vacation leave will be used as earned.

(6) An employee may choose to withdraw from the sick leave pool at any time. Once withdrawn from the pool, the employee will not be charged any hours for replenishment, and will not be eligible to request hours from the Sick Leave Pool in the future. An employee who withdraws from the pool may only reenter during established open enrollment periods, contributing the same number of hours required for all other employees. He/she must also meet all other qualifications for enrollment.
(7) If requesting to withdraw time because of a catastrophic illness or injury, the employee will be required to furnish a statement from the licensed practitioner treating the employee listing the general nature of the illness or injury, prognosis and expected recovery date. Employees must complete the Physician Certification form for this purpose.

(8) Any sick leave drawn from the pool by a member must be used for the member's own personal illness, accident, or injury (not for illness of spouse or dependents, nor for extenuating or personal circumstances). Pregnancy shall be an eligible disability for withdrawing leave from the pool only when complications leave the employee in a position certified by a physician as physically unable to work. Sick leave pool hours, however, may not be withdrawn due to maternity leave or for the purpose of childcare. Sick Leave Pool hours may be requested for pregnancy complications certified by a physician that the employee is unable to work beyond six weeks past the date of birth. The sick leave pool does not cover cosmetic or reconstructive surgery unless it is the result of an injury, illness or congenital defect. Elective surgery is excluded from sick leave pool usage.

(9) In the event an employee is physically unable to complete a request to complete a sick leave pool benefits form, the College may process a form to the benefit of the employee without his/her signature.

(10) A contractual employee is limited to drawing time from the pool in accordance with his/her contract. Individuals cannot utilize the sick leave pool during those times not covered by their base contract.

(11) Participants receiving workers compensation payments are not eligible to receive sick leave hours from the pool.

(12) A maximum of 60 days may be withdrawn by a member of the sick leave pool during any 12 month period. Sick Leave Pool hours may not be used once employee has used the maximum 80 days Sick Leave as defined in SJR State Procedure 3.1.5.8 – Paid Sick Leave. The maximum number of days a member may withdraw from the pool is 120 days within any four consecutive years of employment.

(13) Termination of employment for any reason automatically withdraws an employee from the sick leave pool. A member who chooses to no longer participate in the sick leave pool must submit a written request to the Benefits Committee Chair and will not be eligible to withdraw any sick leave already contributed to the pool.

(14) The sick leave pool program will be monitored by the Benefits Committee. Decisions of the Benefits Committee as they relate to eligibility to join or use the sick leave pool may be appealed only if additional documentation or a clarification of facts is available. The Benefits Committee makes the final decision in all cases.

(15) Amendments to this procedure can be made by approval of a majority of the Benefits Committee and will become effective upon approval by the President.

(16) The Office of Human Resources will be responsible for maintaining all records regarding the sick leave pool, including minutes and sick leave activity of each participating member.
(17) In the event the sick leave pool is disbanded, all days remaining in the sick leave pool at the time of said action shall be distributed on a pro rata basis to the members of the sick leave pool equally, without regard to length of membership or previous use of the sick leave pool.

(18) Employees who elect to participate in the 401(a) Deferred Terminal Pay Compensation Plan (Bencor Plan) are automatically removed from the sick leave pool.
3.2 Temporary Duty

Employees may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study course workshops, etc. Such assignment will ordinarily be initiated by the College administration and will be for the benefit of the College. Temporary duty elsewhere will be approved by appropriate administrative personnel. Employees will receive their regular pay and may be allowed expenses as provided by law, the Rules of the State Board of Education, and the Board of Trustees. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be assigned temporary duty for the purpose of improving rank or renewing certificates.

The Board authorizes the President to assign and approve temporary duty elsewhere if such duty is no more than thirty (30) days in duration. Temporary duty elsewhere in excess of thirty (30) days duration must be approved by the Board, and only if such duty is considered extremely beneficial to the College.
3.3 Substitute Teachers

When a faculty member is absent for an extended period, a substitute may be secured by the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC. Other faculty members may be called upon to cover classes. Faculty members are expected to provide a detailed lesson assignment for the substitute.
3.4 Hours of Work for Administrators and Faculty

The administrative offices of the College shall be open from 8:00am to 5:00pm., Monday through Friday, except on official holidays or at other times designated by the President. The basic work week for administrators consists of forty (40) hours of work assignment normally consisting of five (5), eight (8) hour work periods from 8:00am to 5:00pm, Monday through Friday, or as otherwise approved by the President. Administrator’s duties and responsibilities often cannot be tied to the above 8:00am to 5:00pm, Monday through Friday time schedule. Therefore, each administrator’s work schedule shall be flexible in order that he/she will be able to successfully complete his/her job requirements whenever necessary. During those periods when an administrator will not be on campus, it will be necessary that he/she keep his/her staff informed as to where he/she may be reached between 8:00am and 5:00pm, Monday through Friday, in case of emergencies or an immediate need for a decision.

The working schedules of instructional personnel are to be coordinated by the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC and will total a minimum of forty (40) hours each week, excluding lunch hours. Each faculty member's individual work schedule showing class and office hours must be filed with the Vice President for Academic Affairs/CAO and Executive Director, SAC or the Vice President for Workforce Development and Executive Director, OPC during the first week of each term and posted by the faculty member for the benefit of his/her students. If an instructor needs to leave campus during his/her work period, he/she must notify the Vice President for Academic Affairs/CAO and Executive Director, SAC, or Vice President for Workforce Development and Executive Director, OPC.

Administrators and faculty must be in attendance at orientation and formal graduation ceremonies. Any exceptions require advance presidential approval.
3.5 Educational Opportunities

**Purpose:**
To encourage the enhancement of skills, and the attainment of additional educational goals, SJR State is committed to providing educational opportunities to administrators, faculty, career service, professional support personnel, and eligible dependents of full-time staff.

**Employee and Dependent Scholarship Program**
SJR State administrators, faculty members, career service and professional support personnel and their dependents may be granted scholarships to enroll in courses at SJR State subject to the following conditions:

**Qualifications:**
- **a.** Employees must be full-time in order for them or their dependents to be eligible for scholarships. Part-time and temporary employees are not eligible.
- **b.** Employees must have been employed by the College for at least four (4) months before they or their dependents will be eligible for scholarships.
- **c.** Non-exempt employees enrolling for classes during normal workday hours must register for classes related to job improvement.
- **d.** An application must be completed, approved by direct supervisor and Vice President and submitted to the Human Resources Department prior to enrolling.
- **e.** A dependent is defined as one who is currently eligible to be classified as a dependent by I.R.S. definition or is the employee’s spouse. The Human Resources Department will verify the status of employees and dependents prior to the processing of an application.

**Scholarship Guidelines:**
- **a.** Scholarships will be awarded for eligible course registration fees as defined in the College Catalog. Employees and eligible dependents must qualify for course work as does any regular student. Once the scholarship is awarded, it is the responsibility of the recipient to attend courses. Failure to attend may result in being charged for the course. Applicants who are on disciplinary or academic probation are not eligible for this scholarship program.
- **b.** The Scholarship Program will cover registration fees for a maximum of six (6) credit hours for Fall Term and six (6) credit hours for Spring Term. A total award of twelve (12) credit hours per year may be shared between the employee and dependent(s). Employees (not dependents) can also receive a maximum of 6 credit hours for Summer enrollment. For qualifying students enrolling in “clock hour” programs, the Scholarship Program will cover registration fees for up to 180 clock hours for Fall and/or Spring Terms, and up to 90 clock
hours for the Summer (equivalent to the credit hours covered, but NOT in addition to the credit hours). Applicants must pay for all lab or special fees.

c. An employee or dependent that demonstrates unsuccessful course attempts may be ineligible to continue receiving this scholarship. Third attempts are not covered under this scholarship program. Applicants who are on disciplinary or academic probation are not eligible for this scholarship program.

d. Community Education and Continuing Workforce Education (CWE) courses are not eligible for this scholarship program.

e. Only Bachelors programs as specified on the scholarship application are eligible for consideration.

f. Unused scholarship hours cannot be accumulated from term to term.

g. Registration processes will be handled in the same manner as all other students based on earned hours.

**Tuition Reimbursement Program**

Full time administrators, faculty, career service, and professional support personnel may be granted tuition reimbursements for non-SJR state courses leading to Bachelor’s, Master’s, or Doctorate degrees or for job-related professional development and certification programs.

Qualifications:

a. Employees must be full-time in order to be eligible to participate in the tuition assistance program. Part-time, temporary employees and dependents of employees are not eligible.

b. Employees must have been employed by the College for a full year before they are eligible for tuition assistance.

c. Employees must submit an educational plan each year approved by the individual’s direct supervisor and vice president prior to March 1st. Note: The plan must demonstrate the direct benefit to the employee and the College.

d. Education Plan Applications will be reviewed during the college budget planning process and applicants will be notified of their application status by June 30th.

**Tuition Reimbursement Guidelines:**

a. Employees may be eligible for full or partial tuition reimbursement, subject to approval and funding availability.

b. Employees must be currently employed in a full-time capacity by the College at the time of reimbursement.

c. Successful completion of coursework (Grade C or better, if grade is assigned for the course) is required for tuition reimbursement. Courses commencing prior to the beginning of the fiscal year in which the application was submitted for are not eligible. Employees must pay for the coursework and seek reimbursement by completing an application for reimbursement for coursework, which is available from the Human Resources Department. Courses paid with other scholarship programs are not eligible for reimbursement.

The College may enter into agreements with other educational institutions to provide additional educational opportunities to SJR State employees. Employees must meet the requirements of the specified agreement in order to be eligible to receive this benefit.
### 3.6 Outside Employment

No limitations are placed upon administrative or instructional personnel regarding outside employment, unless in the opinion of the President the person's ability to perform his/her work is being adversely affected by extensive outside employment, or his/her effectiveness is compromised by the nature of the outside employment. The President must be notified in advance by any person intending to take outside employment. This notification must include a work schedule, total hours of outside employment, maximum hours in any one day and any one week, and a job description.
### 3.7 Nepotism

Purpose: To provide a procedure concerning the employment of relatives and other household members at the College.

Procedure: Relatives or members of the same household may be employed at the College on a full-time basis, but they must be employed in different departments.

Also, the College shall not permit a full-time employee to work in a direct supervisory – subordinate relationship with a relative or member of the same household. Adjunct instructors and other part-time employees who are not evaluated by a relative or household member; or, whose evaluation is not reviewed by a relative or household member, are exempt from this procedure.

1) Employees of the College may not supervise; nor recommend the appointment, employment, promotion or advancement of any family member, relative, or member of the same household in or to a position at the College over which the employee exercises control.

2) A relative is defined as a spouse, parent, child, brother, sister, aunt, uncle, first cousin, nephew, niece, or grandparent; and including any step, half or in-law relative.

3) This procedure also encompasses people living together in the same household.

4) Should a supervisor marry a person under his/her direct or indirect supervision, the Human Resources department should be notified at least thirty (30) days in advance so that a transfer of one or both employees can be arranged.

5) An employment circumstance which is already in existence as of the first revision date of this procedure may continue as an exception to this procedure.

6) Any exceptions to this procedure must be approved by the President, in writing. Such approval will be recorded and retained in the Human Resources Department.
3.8 Intellectual Property Rights Procedure

Purpose:
The purpose of this procedure is to present the intellectual property rights policy of employees and students of St. Johns River State College, and to describe the conditions under which intellectual property rights are protected.

Procedure:
St. Johns River State College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College or to enhance the teaching and learning environment. The College acknowledges the need to protect ownership rights in intellectual property as illustrated by, but no limited to literary, dramatic, musical, artistic, and other intellectual, creative, and innovative works as well as inventions, trade secrets, and computer software which are copyrightable, patentable, or trademarked. Accordingly, the following conditions shall apply:

A. Any such materials or products as described above that is development or produced that is the result of individual initiative by a student or an employee for a purpose other than producing revenues or such materials that have no potential for producing revenues shall be the property of the developer regardless of whether or not the developer used college duty time and provided that substantial resources are not used, except as follows:
   i. Materials and products developed as a part of the employee’s job duties or assignments, e.g., multi-media products developed by the Webmaster, eLearning, or IT staff, and those materials or products for which the College has paid the employee, shall be the property of the College and may not be taken by the employee or used without the permission of the College upon termination of employment.
   ii. Should a product or material not developed or intended for producing revenues become marketable, the employee shall enter into an agreement with the College to clarify conditions of ownership and the sharing of proceeds.

B. The College shall claim ownership rights to such materials or products as described above that are developed by an employee for the purpose of producing revenues (royalties, sales, fees or other revenues) or such materials that have the potential for producing revenues and are produced partially or totally on College time and/or developed with substantial college resources and/or with the assistance of other college employees during their duty time, the employee shall enter into agreement with the College to clarify conditions of ownership and sharing proceeds.

C. The agreement between the employee and the College shall identify the percentage of College time and/or substantial resources to be used, the conditions under which both parties may use...
the materials and the sharing of the net revenues. Works developed by faculty, students or employees pursuant to an agreement that the College has with an outside entity or funder will be governed by the terms of that agreement, if applicable. If not applicable, the College policy governs.

D. Employees shall work with the Vice President for Finance and Administration/CFO to develop the agreement. Students shall work with the Vice President for Student Affairs to develop the agreements. The president shall approve and sign all agreements.
3.9 Requisitioning – Moved to 4.18
3.10 Emergencies

3.10.1 Illnesses or Injuries of Employees

1. The College employee in charge of any activity in which the illness or injury occurs, or is present and aware of the matter, should call 911 if necessary in the case of serious illness or injury, notify the Department of Safety and Security immediately, or, depending on the circumstances, transport the employee to the nearest emergency medical facility by College vehicle or private vehicle.

2. In the event of illness or injury that requires immediate attention on the Palatka campus, the employee’s supervisor and the Safety and Security Officer on duty should be notified immediately or no later than the conclusion of that work shift by the employee, or co-worker if necessary. At other campus locations, the employee’s supervisor and the Executive Director should be notified during regular scheduled work hours, or the campus security be notified during evenings or weekends. Information reported should include: location of injury/illness, exact nature of the injury/illness, time of the injury/illness, severity of the injury/illness, and physical condition of the employee.

3. Once the Department of Safety and Security has been notified, the employee, coworker, or supervisor must notify the Human Resources Office of the injury/illness of the employee.

4. College employees should not administer first aid services unless properly trained and certified. Only obvious steps such as applying a compress or bandage, covering the person, or calming and comforting the employee should be provided.

5. Employees seeking medical attention must, if possible, complete a First Report of Injury and obtain a Medical Referral form from Human Resources. The Human Resources Office will refer the employee to a Worker’s Compensation Medical Provider. The employee is responsible for forwarding copies of physician reports relating to the injury/illness to the Human Resources Office and to the employee’s supervisor.

6. Supervisors are responsible for ensuring that all necessary information needed for reporting purposes is provided to the Department of Safety and Security. The Department of Safety and Security will forward required incident reports to the Human Resources Office once the investigation and related paperwork is complete or no later than 24 hours following the incident. Human Resources will report and maintain Worker’s Compensation and incident reports as required by state guidelines. **Except as provided by state law, the College assumes no liability for injury, illness or related bills.**

3.10.2 Illnesses or Injuries of Students and Visitors

1. The College employee in charge of any activity in which the illness or injury occurs, or is present and aware of the matter, should call 911 if necessary in the case of serious illness or injury.
injury, notify the Department of Safety and Security immediately, or, depending on the circumstances, transport the student or visitor to the nearest emergency medical facility by College vehicle or private vehicle.

2. In the event of illness or injury to students or visitors that requires immediate attention on the Palatka campus, the Department of Safety and Security on duty should be notified immediately. At other campus locations, the Executive Director should be notified during regular hours, or the campus security be notified during evenings or weekends. Information reported should include: location of injury/illness, exact nature of the injury/illness, time of the injury/illness, severity of the injury/illness, and physical condition of the student or visitor.

3. Once the Department of Safety and Security has been notified, the employee must notify the Human Resources Office of the injury/illness of the student or visitor.

4. College employees should not administer first aid services unless properly trained and certified. Only obvious steps such as applying a compress or bandage, covering the person, or calming and comforting the student or visitor should be provided.

5. Employees are responsible for ensuring that all necessary information needed for reporting purposes is provided to the Department of Safety and Security. The Department of Safety and Security will forward required incident reports to the Human Resources Office once the investigation and related paperwork is complete or no later than 24 hours following the incident. Human Resources will report and maintain incident reports as required by the Florida Community College Risk Management Consortium. Except as provided by state law, the College assumes no liability for injury, illness or related bills.

3.10.3 Hurricanes and Disasters

1. Purpose: The purpose of this plan is to set forth preparation procedures, designate responsibilities, and outline courses of action to be followed in response to a potential hurricane landfall in the district area.

2. Definitions: Certain terminology related to hurricane reporting must be defined in order to understand the provisions of this plan.

3. Phases of Warning:
   a. Hurricane Watch – an announcement that a hurricane poses a possible threat to specified coastal areas, generally within thirty-six (36) hours.
   b. Hurricane Warning – an announcement that a hurricane is expected within coastal areas within twenty-four (24) hours or less.

4. Categories: Based on their intensity, hurricanes are categorized on a scale from one to five as follows:
   - Category One Winds of 74-95 mph surge 4-5 ft.
   - Category Two Winds of 96-110 mph surge 6-8 ft.
   - Category Three Winds of 111-130 mph surge 9-12 ft.
   - Category Four Winds of 131-155 mph surge 13-18 ft.
   - Category Five Winds of 155+ mph surge 18+ ft.

5. Evacuation Order: The responsibility to assist students and protect College facilities rests with the administration and staff. St. Johns River State College’s hurricane planning and preparation must be sufficiently flexible to serve two possible courses of action. Based upon a storm’s intensity and the predicted point of landfall, it must be decided whether students will continue with classes or an evacuation or closing will be ordered. The decision to evacuate or close will be made by the College President, unless sooner directed by the Clay, St. Johns, or
Putnam County Office of Emergency Management. Essential college personnel may be required to work during emergency College closures.

6. Disaster Control Team: The execution and direction of the Hurricane Plan will be the responsibility of the Disaster Control Team. The team will be activated by order of the President. However, much of the team members’ preparation responsibilities must be accomplished prior to hurricane season.

The Disaster Control Team consists of the following members of the College’s administration and staff:
A. Senior Vice President/General Counsel and Executive Director, PAC – Team Director  
B. Vice President for Student Affairs/Assistant General Counsel  
C. Vice President for Academic Affairs/CAO and Executive Director, SAC  
D. Vice President for Workforce Development and Executive Director, OPC  
E. Vice President for Finance and Administration/CFO  
F. Vice President for Development and External Affairs  
G. Vice President for Assessment, Research, and Technology  
H. Chief Information Officer  
I. Director of Facilities  
J. Director of Safety and Security  
K. Director of Public Relations

Principal team members are expected to delegate duties to their subordinates as necessary. However, upon notification of a hurricane warning, all non-essential employees should be permitted to attend to the needs of their families.

7. Specific Disaster Control Responsibility
A. Senior Vice President/General Counsel and Executive Director, PAC – Team Director  
i. Activate the team upon the order of the President.  
ii. Coordinate the activities of the Disaster Control Team.  
iii. Render recommendations to the President on major issues (e.g. to evacuate or not).  
iv. Inform Director of Public Relations as to decisions made and messages that will be delivered to students, faculty and the public.  
v. Delegate liaison with local emergency management officials and report back time frame.  
vi. Direct team members as to how often they should report back and where, and when.  
B. Vice President for Student Affairs/Assistant General Counsel  
i. Inform Team Director as to student needs and concerns.  
ii. Suggest appropriate messages to be delivered.  
C. Vice President for Academic Affairs/CAO and Executive Director, SAC  
i. Inform Team Director as to faculty needs and concerns.  
ii. Suggest appropriate actions.  
D. Vice President for Workforce Development and Executive Director, OPC  
i. Inform Team Director as to faculty needs and concerns.  
ii. Suggest appropriate actions.  
E. Vice President for Finance and Administration/CFO  
i. Inform Team Director as to employee needs and concerns.  
ii. Act as resource to the Disaster Control Team.
iii. Suggest appropriate actions.

F. Vice President for Development and External Affairs
   i. Inform Team Director as to communications needs and concerns.
   ii. Suggest appropriate actions and communications messages to be delivered.

G. Vice President for Assessment, Research, and Technology
   i. Inform Team Director as to technology needs and availability.
   ii. Suggest appropriate actions to re-establish technology services.

H. Chief Information Officer
   i. Perform emergency shutdown procedures if required.
   ii. Assess availability of infrastructure/communications, electric and internet.
   iii. Establish emergency communications for President and Disaster Control Team.
   iv. Determine and establish location of the technology command center.
   v. After storm subsides establish Oracle/Banner environment to enable payroll,
      purchasing, and other critical Banner applications.
   vi. Acquire/Repurpose emergency equipment as necessary.
   vii. Establish emergency services including communications, phones, servers, backups and
        virtual desktops.
   viii. Bring technology services back on-line in priority order.

I. Director of Facilities
   i. Pre-hurricane season preparation includes pre-stocking emergency supplies and testing
      emergency generators regularly.
   ii. Upon activation of Disaster Control Team test generators.
   iii. Upon notification of a “Hurricane Warning” dismiss all non-essential employees.
   iv. Pick up and store all outside loose equipment.
   v. Board or tape essential exposed windows.
   vi. Secure all building systems to include mechanical, electrical, propane, elevators, etc.
   vii. If an evacuation is ordered, make all buildings as secure as possible and arrange to
        evacuate all personnel and students.
   viii. After storm subsides, inspect campus and surrounding area for dangerous situations and
        report results to Team Director. Inspect facilities and report results.
   ix. Resume normal schedule when practicable.

J. Director of Safety and Security
   i. Pre-hurricane season preparation includes maintaining liaison with Clay, St. Johns and
      Putnam County Emergency Planning Councils and representation at planning sessions.
   ii. Upon activation of the Disaster Control Team, set up and maintain tracking chart and
       monitor all hurricane advisories. Test communications equipment.
   iii. If an evacuation is ordered, check with Emergency Management for recommended
        evacuation routes. Inspect all facilities to make sure that all students and College
        employees have been evacuated and all entrances are locked.
   iv. Security personnel will evacuate last after a thorough inspection to ensure the buildings
       are void of other personnel, all doors are locked, and all facilities are secured as well
       as possible.

K. Director of Public Relations
   i. Follow Section Three and Four of the Crisis Communications Plan for the College.
ii. If regular communications equipment cannot be used, borrow or rent phone, copier, fax or other equipment needed to deliver emergency messages (e.g. ask radio stations to make closing announcement).

iii. If appropriate, request mutual aid from other Florida community college Public Relations departments.

iv. When operations return to normal, choose appropriate activities to thank individuals and agencies that have helped the College during the disaster.

3.10.4 Fire Emergencies

1. If a fire emergency is observed, immediately dial 911 and report the fire, campus building, and exact fire location. Notify the nearest faculty or staff office in the building, so the Building Coordinator or Assistant Coordinator can evacuate the building. All building occupants shall immediately leave the building by the nearest posted exit. After making the evacuation notifications, contact the switchboard at PAC, or the Administrative offices at OPC or SAC. The PAC switchboard shall notify College Safety and Security via the duty cell phone at 386-937-2052, and the Office of the President. The OPC and SAC Administrative Offices shall notify the appropriate campus Executive Director, and contact security.

2. All building occupants evacuated from the building will meet at a designated area well clear of the building. Building occupants will not return to the building until the fire department reports that the building is safe/clear, and the return to the building is approved by the Office of the President or the appropriate campus Executive Director.

3. The College Director of Facilities and the College Director of Safety and Security shall be notified of the fire emergency, so they can coordinate with fire and emergency personnel, and submit the appropriate administrative, safety, and security reports to the Executive Vice-President.

3.10.5 Procedures for Handling Bomb Threats

1. Anyone receiving a bomb threat should immediately report to the President’s or Executive Director’s Office and to the Department of Safety and Security.

2. Administrative Assistants in the President’s Office are responsible for contacting the building coordinators or their alternates, who will then evacuate buildings. Building coordinators will then instruct pre-determined designees to begin searching the area for which they are responsible.

3. All designees will report to the building coordinator or alternate at a pre-determined site. If nothing has been discovered, the building coordinator or alternate will contact the President’s Office that their area is clear. If something has been discovered, the Building Coordinator or alternate will contact the President’s Office, who will then notify the Department of Safety and Security. After each area or room is searched, it should be locked if it is lockable.

4. When evacuating classrooms, students are not to leave campus. All students and College employees should be moved to a designated area well clear of the buildings.

5. Under no circumstances will anyone be permitted to re-enter the buildings without direct permission from the Building Coordinator or alternate.

6. After notifying the President’s or Executive Director’s Office and the Department of Safety and Security, whoever receives the threat should immediately be relieved so that he/she may be available to law enforcement officials.
7. Once a building coordinator has determined that his/her area is clear, he/she must notify the President’s or Executive Director’s Office of this. Only after checking in with the President’s or Executive Director’s Office may any building be re-entered.
8. Once buildings have been evacuated, searched, and locked, if another threat is called in, the procedure need not be repeated unless someone has re-entered the building(s). If people have re-entered, the entire procedure must be followed again.

3.10.6 Procedures for Accidents Involving Hazardous Materials
For accidents involving hazardous materials, blood, bodily fluids or biohazards, immediately contact the Director of Facilities at extension 4090 for appropriate handling and cleanup.

3.10.7 Procedures for Emergency College Closing
The President is authorized to order the closure of the College facilities or any portion thereof, due to an impending or existing emergency or any unexpected circumstance deemed to require closure for the protection of life and/or property.
The President will work with the Executive Management Team to determine:
   1. Time for commencement of the closure.
   2. Duration and conditions of the closure.
   3. Salary payment decisions for employees absent due to the closure. This may include:
      a. The circumstances substantiating payment or nonpayment of salary,
      b. Employees to be paid,
      c. Employees not to be paid,
      d. Period of time for which salary payments shall be made or abated,
      e. The amount of payments to be made.
   4. Salary payment decisions for employees who are required to work during time periods when College facilities are closed.
3.11 Acceptable Use of Technology Resources

St Johns River State College provides technology resources to students and staff to support educational activities, business activities, and the service mission of the College. Both students and staff have responsibilities to use and share the resources legally and safely. This procedure is intended to provide rules for use of SJR State technology resources.

The College reserves the right to implement appropriate security measures, including denying access to information systems technology to anyone who has misused College information or technology resources.

Computer, information technology, and communication users must observe and comply with international, federal, and state law, the Florida State Board of Education Rules, as well as College policies and procedures governing computer, information technology, and communications. This procedure is intended to:

- Establish prudent and acceptable practices regarding the use of technology resources.
- Educate individuals who may use technology resources with respect to their responsibilities associated with such use.
- Ensure compliance with applicable statutes, regulations, and mandates regarding the management and use of technology resources.

**Scope**

This procedure applies to all students, staff, faculty, contractors, consultants, temporaries, and any other person or company affiliated with SJR State.

Technology Resources covered by this procedure include but are not limited to:

- College owned, operated, leased or contracted computing, wireless, voice and data networks, networking, telecommunications infrastructure, communications systems and services, physical facilities, including all hardware, software, applications, databases, and storage media and information resources, whether they are individually controlled, shared, standalone or networked.
- Access or use of the College’s electronic resources from a computer or device not controlled and maintained by the College.
- Use of online communication tools such as social media.
3.11.1 Violation of Guidelines
The computing and network resources of the college must be used in a manner consistent with Chapter 815, Florida Statutes Computer Crimes Act and Title 18, United States Code, Electronic Communications Privacy Act of 1986. Unauthorized or fraudulent use of the college's computing resources may result in felony prosecution and punishment as provided for in Florida Statutes, Chapter 775, Florida Criminal Code. Furthermore, e-mail and Internet use are subject to the Open Records Law [FS 119.01 (2) (a)], the Government in the Sunshine Law [FS 286.011], and Article I, Section 24, Constitution of the State of Florida.

Violation of any portion of this procedure may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension/expulsion in the case of students. Additionally, individuals are subject to loss of access privileges to SJR State technology resources.

3.11.2 Use of Technology Resources

3.11.2.1 Prohibited Use
This section outlines actions or behaviors that are considered in violation of acceptable use of SJR State technology resources. Usage that is prohibited includes, but is not limited to, the examples provided below.

Users must not:

- Purposely engage in activity that may: harass, threaten or abuse others; or degrade the performance of Information Resources.
- Circumvent SJR State computer security measures.
- Intentionally access, create, store or transmit material which SJR State may deem to be illegal, offensive, indecent or obscene.
- Use technology resources to obtain unauthorized access to files, records, data, documents and other forms of information owned, used, processed by, or pertaining to the College or individuals.
- Provide network services, or create personal “Hotspots” from connections to SJR State technology resources.
- Use College resources for any type of political advertising or campaigning.
- Attempt to access any data or programs contained on SJR State systems for which the user does not have authorization or explicit consent.
- Allow unnecessary or personal data/files to be placed in the “My Documents”, “Departmental Folders” or any other IT supported storage area. Examples could include pictures, music, movies, etc.
- Allow use of programs or utilities that reveal or exploit security weaknesses or reveal data by circumventing established authorization procedures.
3.11.2.2 Employee Specific Rules and Guidelines
Acceptable use of technology resources by employees is use that supports and enables the effective and efficient completion of job duties, assigned tasks, or academic endeavors. Specific rules and guidelines governing employee use include, but are not limited to those outlined below:

- Employees should not read, delete, copy, modify or otherwise access any other employee’s e-mail, files, or information without his or her permission.
- Employees should not solicit funds or services, sell tickets, or distribute petitions or literature for any purpose other than official College business.
- Employees should not waste time or engage in activities that cause the employee to be idle or non-productive during work hours. This includes, but is not limited to, game playing, excessive surfing, connecting to inappropriate non-work related web sites, or conducting personal business.
- Employees who are aware of violations of acceptable use or violations of related policies and procedures are required to report such activity to the SJR State Information Technology office and/or the Chief Information Officer and/or a Vice President of the College.
- Employees should never move computer or phone equipment. The emergency 911 system in each county in the College district is driven by the phone number and ties to a site, building, wing or suite for physical location.
- Employees should report to their immediate supervisor and the SJR State IT department the appearance of unusual files, requests or login notices.
- Employees are not permitted to allow students use or access to an employee workstation for any reason.
- Employees must not accept instructions to type “commands” into a system.
- Employees must acknowledge and accept the College's Acceptable Technology Use procedure before access is provided to technology resources.
- Employees are required to complete annual security awareness training.
- Employees must cooperate in any investigation of security issues or incidents.

3.11.2.3 Personal Use of Technology Resources by Employees
Personal use of College technology includes access to or storage/processing of non-SJR State information, pictures, music, movies, etc. on College technology resources. Infrequent personal use of technology resources is acceptable so long as that use does not:

- interfere with job duties
- supersede work responsibilities
- cause harm to the College
- add additional cost to the College
- unduly burden the College's technology resources

Personal use of SJR State equipment does not extend to family members or other acquaintances.
3.11.3 Privacy, Ownership, and Monitoring

This section defines the ownership of files and information, the privacy students and staff can expect, and the monitoring activities of SJR State technology resources. Security monitoring is a method used to confirm the security practices and controls in place are being adhered to and are effective.

3.11.3.1 Privacy and Monitoring
- All user activity on any SJR State technology resource is subject to logging and review.
- All users should have no expectation of privacy with any use of College technology resources.
- Electronic files created, sent, received, or stored on any SJR State technology resource are not private and may be accessed by SJR State.
- Monitoring consists of activities including, but not limited to, the tracking and review of user account logs, application logs, internet/network traffic, Email, phone utilization, file generation/modification, network/computer storage.

3.11.3.2 Ownership
- Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of SJR State, are the sole property of SJR State.
- All messages, files and documents – including personal messages, files and documents – located on SJR State Information Resources are owned by SJR State, may be subject to open records requests, and may be accessed in accordance with this procedure.

3.11.4 Accounts and Passwords
Students and staff are issued a computer account upon acceptance of a student to the College or employment as a staff member. Below are the rules and guidelines for accounts and passwords.
- All users must have unique and individual user credentials (login and password).
- Passwords must be treated as Confidential information, as defined in the SJR State Information Classification and Protection procedure, and should never be shared with anyone.
- Account holders are responsible for the use of their account and the security of the information for which the account provides access to. Therefore, users should never leave a computing device unattended without enabling a password protected screensaver or logging off the device.
- SJR State requires specific rules for establishing and maintaining passwords and reserves the right to change the password requirements at any time.
- Obtaining access to an account name or password through the negligence or naiveté of another person is strictly forbidden.
- Administrators, faculty, students and staff must not circumvent password rules and guidelines for the sake of ease of use, such as “remember password” features popular in today’s browsers.
• In the event passwords are found or discovered contact the IT Help Desk and notify your supervisor.

3.11.4.1 Creating a Strong Password
Use the following guidelines to create a strong password:

• Make the password difficult to guess by avoiding passwords that are found in a dictionary.
• Substitute numbers or special characters for letters (but don’t use a predictable substitution pattern). For example:
  ▪ livefish – is a bad password
  ▪ L1veF1sh – is better, but setting a pattern of 1st letter capitalized, and i’s substituted by 1’s can be guessed
  ▪ l!v3f1Sh – is far better, the capitalization and substitution of characters is not predictable.

3.11.5 Device, Network and Infrastructure Guidelines
This section provides both students and staff with rules and guidelines pertaining to the College technology environment. These rules apply to any electronic device that accesses or uses the College resources as well as the College technology infrastructure that provides access.

3.11.5.1 Device Restrictions
Guidelines for the use of personal devices and laptops as well as College issued devices are outlined below. Usage restrictions and rules include, but are not limited to, the following examples:

• All portable devices must be protected by a screen lock requiring a password with a maximum lock time of 5 minutes.
• Users must report the loss of a mobile device that has been connected to SJR State resources to the IT Help Desk within 24 hours.
• SJR State reserves the right to eliminate or wipe any and all data, including the operating system, of any mobile device reported lost or stolen.
• Storage of SJR State data is strictly forbidden in the local drives (commonly referred to as C drive) of SJR State computers and devices. These drives are not backed up and data/files on them are not recoverable.
• No SJR State information may be stored on any electronic device or storage medium without permission from the applicable Vice President or the Chief Information Officer. Furthermore, any SJR State confidential information stored on them must be encrypted using SJR State IT approved encryption techniques.
• Any device, including personally owned or SJR State issued, seen to be attacking other systems, e.g. having fallen victim to viruses/worms, will be taken off the network, generally without notice, until the device has been secured.

3.11.5.2 Network and Infrastructure Restrictions
Network and infrastructure are defined as any component of the SJR State technology resources, systems, servers, devices, storage, communications, telephony, internet
access, fiber, wiring or any other College owned technology resource that is used by the College to support and provide technology services.

Students and staff must not:

- Connect or install personal or non-College owned technology to the College network and infrastructure without prior written approval by the applicable Vice President and the Chief Information Officer.
- Extend or re-transmit network services in any way. This means you must not install a router, switch, hub, or wireless access point to the SJR State network without written approval from the Chief Information Officer.
- Make changes to the configuration of SJR State network devices without the approval of the Chief Information Officer and/or IT System Administrators.
- Alter network or infrastructure hardware/software in any way.
- Intentionally or carelessly perform an act that places an excessive load on a computer or network to the extent that other users may be effected.

### 3.11.6 Email and Electronic Messaging

Email is used as an official means of communication for both students and staff. For purposes of this document, email includes any point-to-point messages, list serves, and any electronic messaging involving computers, computer networks, or mobile devices. Usage restrictions are outlined below:

- A copy of all messages transmitted and received via e-mail will be automatically retained by the College.
- Users must not send Confidential information, as defined in the SJR State Information Classification and Protection Procedure, via email without using encryption technologies as defined by SJR State IT and the approval of the appropriate Data Steward or Trustee.
- College email should not be used to send junk mail, chain letters, computer viruses, hoaxes, or other disruptive materials.
- All messages transmitted from college computers should correctly identify the sender; users may not alter the attribution or origin of electronic mail messages or postings and may not send anonymous messages.
- Employees may add the following statement to their College email signature to alert recipients that email correspondence may be subject to public records requests:
  
  "Please Note: Due to Florida’s very broad public records law most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure or inspection."
- Users should avoid opening or forwarding messages or attachments received from unknown senders.
- Postings by employees from an SJR State email address to newsgroups, list serves, etc. should contain a disclaimer stating that the opinions expressed are
strictly their own and not necessarily those of SJR State, unless posting is in the course of educational or administrative duties.

- Employees’ receipt of any threatening communication should be brought to the attention of his or her immediate supervisor, administrator, and/or campus security as well as the SJR State Information Technology Department/Chief Information Officer.

3.11.7 Social Media Use

The College shall maintain social media presences as deemed appropriate by SJR State administration. Additionally, College clubs and student activity groups may maintain their own social media pages. Only those pages maintained by College personnel are considered official social media outlets of the College. Social media use is governed by the following guidelines:

- College employees who are authorized by their departments, and those serving as sponsors of student clubs and groups, may use social media to conduct college/student activity/business.
- Contributors to the College’s social media pages are accountable under applicable laws, regulations and College policies and procedures as published in the District Board of Trustees Policy Manual, Student Handbook or Operating Guidelines and Procedures Manual.
- Postings must not contain confidential, sensitive or proprietary information about SJR State, its students, alumni or employees.
- The College reserves the right to block users and/or remove posts that violate college policies, create a hostile environment, or contain content that is vulgar, abusive, derogatory, threatening, discriminatory or gang-related.
- College employees who identify themselves in social media as employees of the College must make it explicit that views expressed are not necessarily those of the College.
- All College social media pages must adhere to each platform’s terms of use and abide by SJR State’s Graphic Standards Manual and SJR State’s Social Media Guidelines.

3.11.8 Software Licensing

Staff or students who download any software, files, materials, or information of any type using the College’s computer resources must comply with ALL of the following:

- Software must be properly licensed
- College staff must observe copyright protection including, but not limited to software, music, art, photographs, images, films, videos, etc. unless the user has received express permission from the owner of the copyright.
- College staff must not accept or possess files of any type in violation of license agreements or copyright laws.
- College staff must not download, install, use or direct others to download, install, or use any software or copyrighted materials without proper licensing and/or written permission from the owner.
3.12 College Website Procedure

3.12.1 Purpose
The SJR State website is an official publication of the College and, as such, the College reserves the right to control published content and links. All information on the College website must comply with local, state and federal laws including, but not limited to, copyright and license; confidentiality of student records; the SJR State Website Privacy Statement; and College policy and procedures, must also and reflect the mission and goals of the College.

3.12.2 Website Privacy Statement
Privacy is very important to the College. The policy is to collect no personal information about individuals who visit our website unless they affirmatively choose to make such information available to the College.

When an individual visits the College website, the Web server automatically recognizes only the Internet domain and IP address from which the individual accessed our website. This information does not result in the identification of his or her personal e-mail address or other personal information.

In addition, the College gathers information regarding the volume and timing of access to the website by collecting information regarding the date, time and website pages accessed by visitors to the website. The College does this to improve the content of our website, and this information is not shared with other organizations. Again, only aggregate information is collected, and visitors' personal information is not identified.

If an individual chooses to share personal information with the College - by requesting information, sending a message, or filling out an electronic form with personal information – the College will use the information only for the purpose the individual authorized. Some of the information may be saved for a designated period of time to comply with Florida's records retention policies, but the College will not disclose the information to third parties or other government agencies unless required to do so by state or federal law. If the College is required to disclose information about an individual by law, the College will make every effort to notify the individual of the disclosure in advance.
3.13 Library Services

3.13.1 Overview of Services

The mission of the B.C. Pearce Learning Resources Center, the Orange Park Campus Library, and the St. Augustine Campus Library is to provide quality services, instruction, and resources which support the mission of St. Johns River State College and meet the informational, educational, cultural, and lifelong learning needs of the College community.

The College community we are dedicated to serving includes

- Students taking classes on campus or online who, upon graduation from SJR State with the Associate in Arts degree, intend to transfer to an upper division college or university.

- Students in business, technical, and workforce programs taking classes on campus or online who, upon graduation from SJR State with the Associate in Science degree or technical certificate, intend to seek immediate employment in a vocational field.

- Students in the Florida School of the Arts who, upon graduation, will pursue more advanced studies or enter professions in the arts.

- Students enrolled in programs to improve their basic academic skills or prepare for the General Education Development examination.

- Students enrolled in the baccalaureate programs offered by SJR State or its partner four-year institutions.

- Persons pursuing lifelong learning goals through continuing education courses, general education courses, or vocational studies by taking SJR State classes on campus or online.

- SJR State faculty members and administrators who need to keep abreast of developments in their respective fields.

- Residents of the service district seeking information.
VALUES

- Service – The Libraries strive to provide outstanding service with kindness and respect to all patrons.
- Integrity – The Libraries champion the principles of privacy, intellectual freedom, and academic integrity while supporting the intellectual pursuits of the College community.
- Teaching and Learning – The Libraries are dedicated to teaching the tenets of information literacy and promoting lifelong learning.

GOALS

In order to accomplish our mission of providing quality services, instruction, and resources to our users, the Libraries of St. Johns River State College will strive to fulfill the following goals:

- To build a relevant, comprehensive collection of resources of the highest degree of excellence, both qualitative and quantitative;
- To teach students to seek, retrieve, evaluate, and utilize information for their work both in their studies at SJR State and in life through a comprehensive program of formal and informal instructional programs (individual, group, or embedded) to promote information literacy;
- To provide the highest degree of service by employing knowledgeable professional and para-professional staff who are sensitive to the needs of our users and strive to accommodate them, thereby fostering a user-friendly atmosphere;
- To promote and reflect the diversity of our community through staffing, services, and collections;
- To alert patrons to the services and resources available to them through faculty outreach services, displays, instructional materials, instructional programs, and tours;
- To make the collections of the SJR State Libraries accessible to all patrons through effective cataloging and innovative use of technology;
- To make the resources and services of the SJR State Libraries accessible to all students and faculty regardless of their location or physical abilities;
- To exploit the potential of technology in all areas to better serve our patrons;
- To establish collaborative partnerships with other area libraries via reciprocal agreements, resource sharing, and to provide access to the collections of other institutions through online catalogs, consortia agreements and special programs;
• To participate in and contribute to the statewide reciprocal borrowing agreement and online resource sharing of Florida's State College System and State University System;

• To maintain close contact with the faculty and administration of SJR State to keep abreast of the present and future needs of the academic programs and to seek their assistance when developing policy statements, new collections, and long range plans.

• To develop and maintain an understanding of patron needs through curricula review, faculty cooperation, patron surveys, and to respond to those needs accordingly;

• To ensure that the facilities of the SJR State Libraries have adequate space to house physical collections and technological resources while providing academic and working environments that meet the needs of students, faculty, and staff.

• To ensure that equipment and systems used to implement the SJR State Libraries’ programs and services are equal to the task.

• To participate in the institutional planning program of the College through annual institutional effectiveness goal-setting, assessment, and review; to systematically evaluate the Libraries’ mission, policies, collections, services, facilities, and technology to improve access to resources and ensure effectiveness in accomplishing the Libraries’ mission.


The policies governing the operations of the SJR State Libraries are drafted by SJR State Library faculty and staff members, are reviewed and approved by relevant SJR State Library Committees, and become effective upon approval by the SJR State Board of Trustees.

3.13.2 Library Hours

The Libraries are open to faculty, staff, students, and community patrons while regular classes are in session and in between semesters. The Libraries are closed to all patrons during College holidays. A complete, annual calendar of the Libraries’ hours of operation is available online at http://www.sjrstate.edu/libraries/year.htm.

General hours of operation are Sunday from 1:00 p.m. to 5:00 p.m., Monday – Thursday from 7:30 a.m. to 8:00 p.m., and Friday from 7:30 a.m. to 5:00 p.m.

Library hours are drafted based upon attendance statistics and the College’s academic calendar and may vary by term. Hours and closings are drafted annually, are reviewed by the SJR State
Libraries’ Administrative and Public Services Committees, and are approved by the SJR State College Administration before enactment.

3.13.3 Collection Development
The principles guiding the Libraries’ selection process are stated in the St. Johns River State College Libraries Collection Development Policy (available online at http://www.sjrstate.edu/libraries/collectiondev.pdf). The Collection Development Policy provides complete information about the Libraries’ policies and procedures for collection development and is reviewed and approved annually by the librarians. The librarians at each campus solicit and seek the help of all faculty members in building a comprehensive collection. Although it is the Dean of Library Services’ ultimate responsibility to acquire suitable materials, each faculty member is encouraged to participate in the selection process. Faculty requests are given priority and ordered as funds are available.

Faculty members may request that materials be ordered for the use of all patrons by contacting the Dean of Library Services or Campus Librarian. Unless the material is unavailable, orders generally take 2 to 5 weeks to receive and process. Rush orders require at least 2 weeks to receive and process. The Acquisitions Department will notify faculty as soon as the order arrives and is ready for check-out. Faculty may check on an order’s status by contacting the Acquisitions Department at extension 4157.

3.13.3.1 Collection Evaluation
In order to determine whether the materials comprising the Libraries’ collections are of reputed quality and meet the needs of the students and faculty, it is necessary to annually evaluate the current holdings. The evaluation process is accomplished by comparing the current holdings against reputable guides, by soliciting, through annual surveys or directly, the opinion of students and faculty members, reviewing circulation data, and through the Annual Age of Collection Report. Reports regarding items’ age, frequency of circulation, and overall quality of the item will guide weeding decisions.

3.13.3.2 Procedure for Challenged Materials
The SJR State Libraries assert their duty to keep their collections a representative selection of materials on subjects of interest to its patrons, including materials on all aspects of controversial issues. No materials will be excluded from the collections because of the race or nationality of the author, or the political, social, moral or religious views expressed therein. The Libraries endorse the American Library Association's Freedom to Read Statement.

Occasionally, objections will be made to a selection despite the care taken to select valuable materials for student and faculty use. The procedure for addressing challenged materials and a form for requesting reconsideration of Library materials is located in St. Johns River State College Libraries Collection Development Policy (available online at http://www.sjrstate.edu/libraries/collectiondev.pdf).
3.13.4 Periodical Resources

The Periodical Collection is an important source of material on a wide variety of subjects. The combined collection of the three campus libraries is in excess of 350 titles, which includes magazines, journals, bulletins, and newspapers selected by the faculty and librarians to provide general reading material and to support the college curricula.

Requests for new periodical subscriptions may be made at any time. However, any requests made after the first Friday in September, will be processed with the following year’s orders. At present, publishers require 60 days to process a new subscription; therefore, there can be no rush orders. As the periodical collection must be limited, it is recommended that the faculty consider price, relevance, and suitability.

The Libraries’ periodical collections are significantly augmented through the SJR State Libraries’ online full-text databases. Database subscriptions are valid for a calendar year and are reviewed annually upon renewal. Access to the online databases is available through the Library tab in My SJRstate. Access is limited to current students, faculty, staff, administrators and Board of Trustee members.

3.13.5 Reserves Collection

To assist in the distribution of class materials, each SJR State Library has a Reserves Collection consisting of items selected by faculty members for their students’ use. Faculty may place items owned by SJR State Libraries or items from their personal collections on reserve. Photocopies may also be put on reserve provided photocopied materials adhere to the fair use exemption of the 1976 Copyright Law of the U.S. (Title 17, U.S. Code) and the Digital Millennium Copyright Act of 1998. The loan period for items in the Reserves Collection is specified by the faculty member. Faculty must also specify if an item may leave the Library’s premises or if students may only use the item in-house. Faculty must complete a Reserves Request form when placing items on reserve. Complete guidelines regarding the Reserves Collection, as well as the Reserves Request form, are available in the Library Services for Faculty manual (available online at http://www.sjrstate.edu/libraries/acsupportman.pdf). Copies of the Reserves Request form are also available at the Circulation Desk.

3.13.6 Circulation Services

A valid library record is required for circulation transactions and accessing online resources. Library records for students, faculty, staff, administrators, and Board of Trustee members are automatically generated; no proof of residency is required. The length of time a library record is valid varies by patron group. To check out materials, patrons must provide either an SJR State ID card or a government issued photo ID.

Loan periods vary by patron group. For complete circulation services policies and procedures, please refer to the St. Johns River State College Libraries Circulation Services Policies (available online at http://www.sjrstate.edu/libraries/circpol.pdf). Faculty should also refer to the Library Services for Faculty manual (available online at
http://www.sjrstate.edu/libraries/acsupportman.pdf for information regarding the circulation of audio-visual equipment and the use of designated borrowers.

3.13.7 Reciprocal Borrowing

SJR State students, faculty, staff, administrators, and Board of Trustee members may participate in the SJR State Libraries’ reciprocal borrowing programs.

3.13.7.1 Inter-Library Loan (ILL) Services

To provide access to print materials that are not available in the SJR State Libraries’ collections, the SJR State Libraries are pleased to participate in statewide resource sharing through the Libraries’ online catalog and the international Online Computer Library Center (OCLC) interlibrary loan systems. The Libraries’ online catalog provides access to the collections of the Florida College system and Statue University System libraries; OCLC provides access to library collections worldwide, both academic and public. Patrons may request and check out an unlimited number of ILLs from FCS or SUS libraries. Items can be requested through the online catalog or patrons may complete an ILL Request form at a campus library reference desk.

Patrons may request up to nine (9) items via the OCLC system. Six (6) OCLC ILLs may be checked out at one time. Exceptions may be made as deemed necessary by the Public Services Librarian or Campus Librarian. Patrons may request OCLC items online via the online database, WorldCat or patrons may complete an ILL Request form at a campus library reference desk.

The loan period of each interlibrary loan item is determined by the lending library. This includes the number of days the items may be checked out and the renewal specifications. Renewal requests may be made by bringing the materials to the library or by telephone. A request for renewal must be made four days prior to the due date set by the lending library. Renewal requests are not automatically granted. The lending library has the right to grant or deny a renewal.

3.13.7.2 Reciprocal Borrowing Privileges

As a result of The State University System of Florida and The Community College System of Florida Library Borrowing Privileges Agreement (available online at http://www.fcla.edu/FCLAIinfo/sus/agreement.html), SJR State ID cards are accepted as library cards at all Florida College System and State University System libraries. Patrons with an SJR State ID card may present that card to check out items directly from participating libraries without requesting the items via interlibrary loan. The patron is then responsible for returning the item directly to the library from which the item(s) was borrowed. The patron is also responsible for any overdue fines the institution charges.
3.13.8 Reference & Public Services

Inquiries concerning reference services, information literacy instruction, library tours, instructional materials, and interlibrary loans should be directed to the Public Services Librarian at each campus. The Dean of Library Services encourages faculty members to consult freely with the Public Services Librarians in planning assignments involving the use of library materials. The necessity and importance of consultation between the instructor and the Public Services Librarian cannot be over-emphasized.

Each Library maintains a collection of circulating, reference, and reserve materials along with the Library’s online resources. Each Library has a reference section and online resources for locating materials on all subjects. A Public Services Librarian is on duty to assist patrons in making full use of the Library’s resources, including the online catalog, the online databases, internet resources, and print materials.

For more specific information on Public Services available to faculty, please refer to the Library Services for Faculty manual (available online at http://www.sjrstate.edu/libraries/acsupportman.pdf).

3.13.9 Information Literacy

Librarians at each campus Library are readily available for information literacy instruction, lectures, and tours. The librarians routinely offer information literacy lectures for the Composition I, II, and Introduction to Literature courses, however any class is welcome and encouraged to employ the information literacy instruction provided by the libraries. Faculty should contact the campus Library’s Public Services Librarian. The Public Services Librarian will design and present lectures on any subject in support of class assignments or special interests. Please provide three (3) days’ notice when scheduling tours or lectures. Comp I, II, and Introduction to Literature information literacy instruction is also available online at http://libraries.sjrstate.edu.

3.13.10 Assessment and Evaluation Measures of Library Services

The adequacy and relevancy of library support and needs of library users are determined through a variety of methods, such as print and online surveys, unsolicited patron comments, and instructional evaluations, as well as through assessments by programmatic accrediting groups. Results are analyzed and discussed in regular library staff meetings. Needs are addressed through current and proposed budget allocations. The Libraries engage in several ongoing assessment and evaluation measures throughout the year. These measures consist of external and internal assessments.

Internal Assessments

- Statistical Measures
  Statistical measurements are gathered to provide descriptive numerical data of
Library resources and services. Examples of data gathered include:

1. Daily attendance and public services statistics.
2. Monthly circulation services, reciprocal borrowing services, information literacy, Public Services, technical services, attendance, and online resource usage statistics.
3. Annual compilation of library services and resources (circulation services, reciprocal borrowing services, information literacy, Public Services, technical services, acquisitions, attendance, and online resource usage statistics) are utilized in local, state, and national reports such as the SJR State College Fact Book, and the National Comprehensive Educational Statistics (NCES) report.

Statistical data are utilized by the Library’s Institutional Effectiveness Committee for determining hours of service, identifying material, staffing, and funding needs for the annual SJR State College annual funding request, and for developing the Library’s Annual Institutional Effectiveness Goals.

- **Information Literacy Satisfaction Surveys**
  Evaluation of information literacy instruction is ongoing. Surveys are provided to students upon completion of information literacy sessions. Submissions are anonymous. Survey results are utilized by the Public Services Librarian to assess the efficacy of his or her information literacy sessions and to modify instruction as needed to meet the desired learning outcomes.

- **Ad-hoc Evaluation of Library Resources and Services**
  The Dean appoints ad-hoc committees as needed to determine the effectiveness of existing resources and services or to explore new and emerging resources and services.

- **No Logs**
  The SJR State Libraries conduct periodic systemic assessments of library resources and services through the “No Log”. The “No Log” records each occasion a Library staff member must say no to a patron’s request. The “No Log” is kept at least once annually for several weeks at each campus Library. The information is then reviewed to determine if a service or resources is needed or if a policy should be changed.

- **Faculty Evaluation Process**
  Each year for library faculty without continuing contract and every three years for library faculty with continuing contract, library faculty engages in a process of self-evaluation. The Campus Librarians and Dean of Library Services review the self-evaluation and provide their own assessment and feedback. As part of the evaluation process, faculty and their supervisors draft professional goals and objectives for the subsequent evaluation period.

- **Career Services Evaluation Process**
  This is an annual two-step process, distributed by the Human Resources Office. Library paraprofessionals perform a self-evaluation, which is forwarded to the supervisor to review and evaluate the employee. Both employee and supervisor fill out a development
plan, jointly. This Plan has performance objectives and professional achievement plans for the subsequent evaluation period.

- **Institutional Planning and Assessment**  
  Annual Institutional Planning and Assessment efforts include strategic planning, assessment, budget planning, and accreditation compliance. The Libraries utilize the College’s online IE system for recording goals, objectives, and assessment methods. Each fiscal cycle, the Dean of Library Services meets with library employees to review unit plans and determine needed resources and services.

**External Assessments**

- **SJR State College’s Spring Student Survey**, administered annually by the Office of Assessment, Research and Technology, provides levels of satisfaction with comments regarding library services and resources in support of student learning.

- **SJR State College's Graduate Survey**, administered annually by the Office of Assessment, Research and Technology, provides levels of satisfaction with and comments regarding library services and resources. This survey is an important measurement since the user group has completed a course of study at SJR State and has, feasibly, utilized library services and resources during the course of their studies.

- The Online Computer Library Center (OCLC) annual resource sharing statistics reports the level of resource sharing from each participating library. This measure provides an indicator of the library system’s strength of collection.
3.14 Library Operated Computer Labs

3.14.1 Overview of Services
The Division of Library Services operates the Open Computer Labs at the Palatka, Orange Park, and St. Augustine Campus Libraries. Use of computer, network, and Internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the right to limit, restrict, or extend computing privileges and access to its information technology resources. The SJR STATE Guidelines for Acceptable Computer Lab and Internet Use is available online in the Student Handbook, at http://www.sjrstate.edu/studentbk1213.pdf.

3.14.2 Open Computer Lab Hours
Open Computer Lab hours vary by campus and semester and are based upon approved Library hours. Current hours are posted on Open Computer Lab doors, College portal, and the libraries’ web site http://www.SJRState.edu/libraries/year.htm. The Open Computer Labs are accessible only to currently registered students and employees when regular classes are in session. The Open Computer Labs are closed between semesters.

3.14.3 Software and Hardware
All Open Computer Lab software and hardware is installed and maintained by the SJR STATE Information Technology (IT) department. All requests for the addition of software or hardware should be made through the IT Department and the appropriate Vice President or Academic Dean.
3.15 Parking and Traffic Regulations

3.15.1 General

The St. Johns River State College parking and traffic regulations, supplemented by the State Traffic Laws of the State of Florida, will be enforced on the College campus, parking lots and adjacent roadways and apply to all faculty, staff, visitors, and students of the College. Numbered decals will be issued for identification and regulatory purposes. These rules and regulations have been established for the benefit and safety of each student and employee. It is the responsibility of the operator to see that the vehicle he or she is operating is not in violation of any of the regulations. Any vehicle operated or parked on the campus is at the owner's risk. The following general rules will apply:

1. All motorized vehicles which park on any SJR STATE campus must have a Parking Tag or Parking Decal.
2. Employees must display a Parking Tag in their vehicle. The Parking Tags may be obtained from the office of Administrative Affairs (HR) on the Palatka Campus. Full-time employees will obtain their Parking Tags at new employee orientation. Part-time employees may pick up their tags upon completion of their new employee paperwork (when they go in to be fingerprinted). The Parking Tags are designed to hang from the rear-view mirror inside the car. In the event an employee is driving a different vehicle, the tag can be removed from one car and used in another. Replacement tags cost $35.00 if a tag is lost or stolen. Upon termination of employment with SJR STATE, the Parking Tag must be returned to the office of Administrative Affairs before a final check can be released.
3. Students must display a Parking Decal on the left side of the back window. Parking Decals for students are free and may be obtained from the Business Office on the Palatka Campus or from the Administrative Office at St. Augustine and Orange Park.
4. Temporarily disabled students, faculty or staff with emergency situations may obtain temporary permits from the Security Office (PAL) or the Administrative Office (OPC and SAC). In order to park in spaces designated for "handicapped", a person with a physical disability must, by state law, display the disabled parking permit issued by the County Tag Office. The permit must be hung from the windshield center mirror or properly displayed. Vehicles may be towed off campus if parked in a restricted parking space.
5. Overnight parking is not allowed on any SJR STATE campus unless authorized by the Security Officer on duty. The College assumes no responsibility for injury to persons...
or damages to a vehicle or its contents at any time it is operated or parked on an SJR STATE campus.

6. Students and employees who have a Parking Tag or Parking Decals, but temporarily drive a vehicle without a decal, must still park in designated areas. The student or employee should notify campus security with their vehicle identification number, including make of car and license plate number. It is the responsibility of the student or employee to immediately obtain a replacement in the event of a lost or stolen tag.

7. All accidents on or adjacent to the campus are to be reported by the operator involved to the Senior Vice President/General Counsel and Executive Director, PAC, Director of Safety and Security, Executive Director and to local law enforcement. The Office of Safety and Security on the Palatka campus is located in the Administration Building at the east end of the north parking lot.

8. The Director of Safety and Security is designated to coordinate matters of traffic and parking. Questions of interpretation or enforcement of these rules and regulations or any concerns related to traffic and parking should be referred to the Director of Safety and Security.

9. Generally a written warning will be issued for the first parking or traffic infraction; however, if the operator has illegally parked in a handicapped space or endangered the safety of others, much more serious action will be taken. After a student or employee has received a warning of any kind, the next infraction may result in a fine of at least $25.00. All fines must be paid within 10 days of the date the ticket is issued.

3.15.2 Parking Regulations

1. The PAL and OPC parking lots have designated and restricted parking. Students will park only in parking places designated by white parking stall lines and/or bumpers unless marked "Visitors" or "Handicapped." Faculty and staff on PAL and OPC campuses shall park only in parking spaces designated by blue parking bumpers.

2. No parking will be allowed in or adjacent to areas bordered by yellow stall lines, bumpers, or curbs.

3. Parking of vehicles with College decals is prohibited in areas marked "Visitors" or in areas of the campus other than parking lots. There will definitely be no parking permitted in the grassy areas of the campus. Parking on the roadside is prohibited.

4. Two-wheeled vehicles must park in the areas designated for them unless otherwise authorized. The unauthorized riding or operating of scooters, bicycles, and other two, three, or four-wheeled vehicles on sidewalks or walkways is prohibited. Roller skating/blading or skate boarding is not permitted in parking lots or on sidewalks.

3.15.3 Moving Traffic Regulations

1. Operators must drive a vehicle at a speed that is reasonable and prudent under the conditions, not exceeding posted speed limits, and must comply with all other traffic control devices.

2. Vehicles are to be kept under complete control and driven safely at all times.
3.16 Legal and Insurance

3.16.1 Legal Services for Personnel
The Board will provide legal services for College personnel against whom a civil action has been brought for any act or omission arising out of and in the course of the performance of their duties and responsibilities (Florida Statute 240.375).

3.16.2 Insurance and Workers Compensation
College personnel are given the opportunity to have payroll deductions made for membership in College group insurance and annuity plans that are approved by the College. Options to participate may be elected within the first thirty (30) days from date of hire for most benefit plans. Enrollment changes are permitted during the annual “open enrollment” period scheduled in October of each year.

All employees of the College are covered by Workers Compensation Insurance. Accidents/illnesses in the line of duty should be immediately reported to the designated supervisor, Security officer or Executive Director, and Human Resources Office. The Security Office will forward a written report of the incident to the Human Resources Office within twenty-four (24) hours.

3.16.3 Debts of Employees
Employees are expected to keep their debts current, and no employee shall assign his/her salary or any portion thereof to secure a loan or guarantee payment of any bill or debt.
3.17 Instructional Supplies and Materials

3.17.1 Salesmen and Vendors
All salesmen and vendors should be directed to the Office of the Purchasing Coordinator. No obligations are to be incurred with any vendor without following the established requisitioning/purchasing procedures established by the Business Office.

College textbook salesmen are welcome as representatives of their publishers and distributors.

3.17.2 Textbooks and Supplies
Textbooks are selected by the faculty members to implement the course objectives. All textbook changes are made through the appropriate dean in consultation with the Vice President for Academic Affairs/CAO and Executive Director, SAC or the Vice President for Workforce Development and Executive Director, OPC. Costs of textbooks should be given serious consideration so as not to place a heavy financial burden on students.

The individual instructor will be responsible for obtaining his/her own desk copy of the textbook. All books and supplies are sold through the bookstore.

The bookstore will act as vendor for division supplies that may be picked up after receiving approval from the Business Office.

College faculty members are not permitted to sell instructional materials to students who are attending St. Johns River State College, or to their parents.
3.18 Public Affairs

3.18.1 Public Relations
The College shall endeavor to develop and maintain good relations with the press, radio, and television in the interest of obtaining coverage of the events within the College area and providing maximum information to the public. All publicity designed for the general public should be channeled through the Office of Public Relations.

3.18.2 Political Activities
As responsible members of the community, all personnel are encouraged to participate actively and freely as citizens in the community, including political campaigns and support of political candidates. However, such political activities are not permissible on College property and cannot occur during regular hours of employment at the College. Employees may not use their position or their scheduled work hours for political purposes. Political literature and signs may not be displayed on College property. No College equipment or resources can be used to lobby a particular position or support any particular candidate or party.
Procedure Title: Duplicating Public Records

3.19 Duplicating Public Records
This procedure is designed to establish a method for public access to college records and to ensure that the inspection and examination of college records by any person is properly supervised and the correct fee(s) charged.

A. “Public Records” is interpreted to include all documents, papers, letters, manuals, tapes, photographs or other material regardless of physical form, including those originated by or received in connection with official business of this institution.

B. Non-exempt College records are public records; therefore, any person who desires to inspect and examine such records may do so at reasonable times, under reasonable conditions, and under the supervision/direction of the Senior Vice President/General Counsel and Executive Director, PAC or President’s designee. Requests can be made orally or in writing.

C. Certain college records are exempt or limited from public access, including but not limited to the following as governed under:

<table>
<thead>
<tr>
<th>Statute Section</th>
<th>Nonpublic Record</th>
</tr>
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<tbody>
<tr>
<td>17.076(5)</td>
<td>Direct deposit records</td>
</tr>
<tr>
<td>112.21(1)</td>
<td>Employee annuity contracts and custodial accounts</td>
</tr>
<tr>
<td>112.215(7)</td>
<td>Employee deferred compensation program records</td>
</tr>
<tr>
<td>119.071(1)(b)</td>
<td>Sealed bids or proposals</td>
</tr>
<tr>
<td>119.071(1)(c)</td>
<td>Financial statements from prospective bidders</td>
</tr>
<tr>
<td>119.071(1)(f)</td>
<td>Data processing software</td>
</tr>
<tr>
<td>119.071(4)(a)</td>
<td>Employee social security numbers</td>
</tr>
<tr>
<td>119.071(5)(b)</td>
<td>Agency bank account and credit card numbers</td>
</tr>
<tr>
<td>435.09</td>
<td>Confidentiality of personnel background check information</td>
</tr>
<tr>
<td>1006.52</td>
<td>Student records</td>
</tr>
<tr>
<td>1008.345(8)(h)</td>
<td>Student achievement tests</td>
</tr>
<tr>
<td>1012.81</td>
<td>Limited access personnel records</td>
</tr>
<tr>
<td>119.071(4)(b)</td>
<td>Medical Information</td>
</tr>
<tr>
<td>121.031(5)</td>
<td>Names and addresses of retirees</td>
</tr>
<tr>
<td>1004.70(6)</td>
<td>Direct-support organization records</td>
</tr>
<tr>
<td>281.301</td>
<td>Security System details</td>
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</tbody>
</table>
E. Photocopies of public access records will be made by the college or designee as follows:
1. Duplicated copies no larger than 8 ½” X 14” will be provided for $.15 per one-sided copy or $.20 per two-sided copy.
2. If the nature or volume of public records requested to be inspected, examined, or copied requires extensive use of resources, a special service charge will be assessed in addition to the photocopying charges. A request that requires an hour or more will be considered “extensive” and a special service charge will be assessed. This special assessed service charge will include the time necessary to: determine whether the public record exists or is exempt from public disclosure; locate and retrieve the records; review the records for exempt information; duplicate the records; and return the records to their appropriate files.

F. For purposes of calculating costs for locating, retrieving, scanning, and copying records, reviewing records for exempt material, and conducting e-mail searches, the following labor costs are charged based upon the College’s current salary schedule:
1. Courier
2. Clerical
3. Programming
4. Labor costs for all other staff will be charged at their current rate of pay. The cost of materials such as computer disks, audio and video tapes will be assessed as required.
5. Where provision of a room is necessary to review public records, space will be provided. If a special request for space to review documents is made, the expense of providing the space may be charged in accordance with the College’s current facilities use rate schedule.

G. Fees shall be invoiced and collected by the Business Office.
3.20 College Marquee
This procedure is intended to establish policy and guidelines for use of College marquees on the Orange Park and Palatka campuses and applies to all College departments, College activities, and external groups utilizing College facilities.

3.20.1 Orange Park Campus Marquee
The main purpose of the marquee is to provide the community with information about events presented or held at the Thrasher-Horne Center.

Messages will be classified and displayed in the following priority:
1. College-wide safety and alert messages
2. Thrasher-Horne events
3. Registration announcements and College events – e.g., athletic and cultural events, career fairs
4. Messages pertaining to student life activities
5. External groups utilizing College facilities for events that are open to the general public
6. Other requests authorized by the President

All marquee requests should be submitted in writing, via a Marquee Posting Request, to the Thrasher-Horne administrative office at least ten (10) working days prior to the date of the program, event, or activity. Requests can be made via email at thcenter@sjrstate.edu. Requests will not be accepted without the approval from the departmental vice president. Multiple requests for use of the marquee during a given period are accommodated through alternating displays. All marquee messages will be reviewed for approval. Display messages will be limited to words and may be edited due to space limitations.

3.20.2 Palatka Campus Marquee
St. Johns River State College recognizes its digital signage as a valuable marketing and communication tool by which the College engages with current and prospective students, as well the community.

Messages will be classified and displayed in the following priority:
1. College-wide safety and alert messages
2. Registration announcements and College events – e.g., athletic and cultural events, career fairs
3. Messages pertaining to student life activities
4. External groups utilizing College facilities for events which are open to the public
5. Other requests authorized by the President

The Public Relations Office is authorized to manage the messages for the Palatka campus digital sign and reserves the right to limit messages to content that pertains only to the College and its operations. Message requests will be reviewed for approval, and approved messages may be edited for space and contact. Requests can be made through the Public Relations Office via email at SJRstatePublicRelations@SJRstate.edu.
**3.21 Employee Response to Media Inquiry**

This procedure is to establish a process to be followed when a college employee, other than the President, is contacted by the media regarding official college business. Public Relations shall serve as a liaison between the college and the media. When members of the media request information about the College, the Director of Public Relations and Publications shall coordinate a response to the information requested and shall refer the request for information to the appropriate college spokesperson as necessary or as designated by the President.

**Employee Responsibility**

A. When a college employee other than the President is contacted directly by a representative of the media for a comment or interview on a subject related to the employee’s area of responsibility, the employee may respond to the inquiry if explicitly delegated the responsibility to speak on the college’s position. In all cases the employee shall, prior to responding, attempt to:

1. Inform his or her supervisor;
2. Inform the Vice President of the department involved;
3. Inform the Director of Public Relations and Publications; and
4. Respond to the extent that the employee’s response shall reflect the accurate and official position of the college on the subject matter, if such a position has been established.

B. The employee shall respond in a manner that reflects the actual facts if the inquiry involves a factual matter.

C. If an inquiry involves an answer that does not deal with hard facts and if the inquiry deals in opinions, the response should be made by the President or designated spokesperson on this matter.

D. If the employee is not cognizant of the accurate response to be made to any inquiry or if it does not relate to the employee’s area of responsibility, the employee shall refer the inquiry to Public Relations for the appropriate response.

**Public Affairs Responsibility**

A. If an employee is contacted by the media regarding official college business, that employee shall follow these established procedures and Public Relations shall provide
a liaison as required and shall assist in the preparation and delivery of a response to the inquiring media.

B. Nothing in this procedure is intended as a restraint or an attempted restraint on the expression of personal opinion by any employee of the college.
3.22 Professional Organizations and Institutional Membership

Membership in professional organizations is a matter for individual decision. However, faculty and staff members are encouraged to actively support local, state, and national professional organizations.

College funds may be used to pay for institutional memberships in professional organizations and associations in accordance with State Board regulations. Membership in other organizations and associations may be paid for by College funds when such participation is judged by the President to be in the best interest of the College.

College purchase orders must be done in advance of payment for institutional memberships. Membership fees shall not be charged on a College purchasing card unless the vendor requires payment on a credit card or does not accept a College purchase order. In these cases, purchasing card payments for memberships can only be paid to organizations who have completed the Open Records Certification Form acknowledging compliance with F.S. 119.01(3).

Personal memberships cannot be paid for with College funds. Where possible Institutional memberships shall be in the name of the College and not in the name of the individual employee. No College funds or direct support organization funds, no matter what the source, can be expended to purchase membership in, or goods and services from any organization that discriminates on the basis of race, ethnicity, color, national origin, marital status, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status or religion.
3.23 Beneficence

3.23.1 Gifts
The giving and receiving of gifts by education personnel in situations related to their professional status is not in accordance with good professional practice. Any action or comment by a staff member that may be interpreted as a solicitation for a gift is regarded as highly unethical and is strongly disapproved by the administration.

College employees should not accept gifts. This is not intended to interfere with any welfare or flower fund policy. Neither is this intended to preclude appropriate recognition on special occasions such as retirement or departure from service of the College.

3.23.2 Volunteer Service
If a Vice President or Dean determines that the use of volunteers would be appropriate in their area, they shall request those persons who volunteer to complete the Volunteer Application available from the Human Resources office. The Administrator who desires to use volunteer assistance shall prepare a written plan which outlines the volunteer's scope of duties and times of service, as well as a description of the training the volunteer will receive prior to rendering service. All applications and volunteer plans shall be forwarded to the Human Resources office for approval.

Once approved, each program supervisor shall be responsible to provide appropriate training to the volunteer for the approved duties. Each program supervisor who utilizes the services of volunteers shall document times and dates of all volunteer service. Each volunteer shall sign in and sign out to denote times of service. Log sheets for each volunteer shall be turned in to the Human Resources office on the last day of each month.

Volunteers are not authorized to travel on behalf of the College without prior written authorization from the President or his/her designated representative. The College’s Volunteer Handbook, which delineates the process for the use of volunteers and outlines the rules and regulations to which volunteers must adhere is at Appendix #5.
3.24 Access and Use of College Equipment, Supplies, and Services

3.24.1 Use of College Equipment and Facilities
The general policy is to preserve and protect all College equipment. Any deviation from this procedure will require clearance by the President. Any misappropriation or misuse of College property, equipment, or facilities will be considered grounds for dismissal. Damage to or loss of College equipment, vehicles, or property must be reported in writing to the Director of Campus Safety and Security within twenty-four (24) hours of the incident.

Requests for any facilities usage must be submitted to the Senior Vice President/General Counsel and Executive Director, PAC for presentation to the President for appropriate action.
Meetings of interest to the College and of concern to the community may be held on the College campus, provided advance approval is granted by the President or his/her designee. Speakers may express their individual opinions, but may not speak for the officials of the College except to quote established policy or actions recorded in official Board minutes.
Instructors must have prior approval of the Vice President for Academic Affairs/CAO and Executive Director, SAC or Vice President for Workforce Development and Executive Director, OPC to use a classroom other than that scheduled for their use. Full-time college employees and athletic department staff may use the gym facilities after properly registering with the College. All registered participants are responsible for compliance with all facilities’ Rules and Regulations. A condition for the privilege of use of the Health Center facilities is that all participants sign the Agreement to Participate Acknowledgment of Assumption of Risk, Waiver and Release (located in the office of Campus Safety and Security, PAC).

3.24.3 Access Control
A functional and working key control system enhances campus safety and security. Keys and access control cards and access codes to all College facilities, vehicles, machinery and other property are the property of St. Johns River State College and will be assigned to College personnel on a “need” basis subject to approval and authorization as required in this procedure. Unauthorized possession or use of any College key, card or code is not permitted and under no conditions are keys or cards to be duplicated.

3.24.3.1 Facility and Instructional Technology Keys
The following positions (or their designees) may request that a key be issued to an Employee or to a Contractor: Dean, Director, VP, Senior VP or the President. Office and Room keys and cards only require authorization from a VP. Building and Master keys and cards require the authorization of both the Senior VP and the President.

Facility Keys - Key Request System:
Key Requests: The person requesting a key should refer to the “Key Request System Manual”, located at Appendix #4, for instructions on how to access the system and enter the request. The key request system is located on the MYSJR STATE portal.

All keys require authorization. Authorizations must be from the following people and cannot be from their designees. The following types of keys require authorization from these positions:

- Room or Office Key: VP
- Building Keys: VP and the Senior VP
- Master Keys: VP, the Senior VP, and the President

Key Authorization: If the requestor is a VP or the Senior VP, then he/she will also authorize the key issuance. If the request is for a Room or Office key only (all other keys require additional authorization as indicated above), and a Vice President both requested and authorized the key, the Vice President may process the request directly to the person who will issue the requested key(s). The Senior VP can both request and authorize Room, Office and Building Keys. All Master Key requests require authorization from the Senior VP and the President. *The President can request and authorize any key.

Key Issuance: Once requested and approved, keys will be issued by the following: the Facility/Conference Coordinator, THCA at the Orange Park Campus; the Facilities Director or Assistant Facilities Director at the Palatka Campus; and/or the Executive Director at the St. Augustine Campus.

When a key is ready for pick-up, the issuer will call the person to whom the key should be issued. Everyone who is issued a key should be familiar with this College Procedure, “3.24.3 Access Control.”

The person to whom the key is being issued should sign the Key Form indicating that they have received all keys issued to them. By signing the form, the person also confirms that they have read and understand this procedure; and that failure to comply with the procedure could result in disciplinary measures up to, and including termination. In addition, the person who issues the key will sign at the bottom of the Key Form. Key Forms will be retained on file for all keys issued.

3.24.3.2 College Vehicle Keys and Usage
Requests for keys to College vehicles should be made to the Department of Campus Safety on the Palatka campus and to the Office of the Executive Director on the Orange Park and St. Augustine campuses. They will be responsible for the custody of keys to College vehicles on their respective campuses. Personnel who require a College vehicle for official College business may contact the Safety and Security Office in Palatka or the Office of the Executive Director in Orange Park or St. Augustine to check on the availability of a College vehicle.

Only College personnel are authorized to drive/operate a College vehicle. All College personnel who drive a College vehicle must have a signed “Driver’s License Verification
Form” on file in the Human Resources office. If a vehicle is available for the requested date, the vehicle will be issued. The College employee who drives the car will be responsible for tracking mileage to and from their destination and turning that signed form into the Safety and Security Office or Office of the Executive Director upon return.

Other people are permitted as passengers in College vehicles if being transported for the purpose of College business. (This does NOT include family members of College personnel unless authorized in advance by the College President or his/her designee. Generally, if a College employee is traveling on official College business and wishes to have his/her spouse/family attend, that employee should drive his/her own personal vehicle.) Such passengers must complete a College Vehicle Non-Employee Waiver. The signed form should be turned into the Safety and Security Office on the Palatka campus, or to the Office of the Executive Director on the Orange Park and St. Augustine campuses, in advance when possible. If not possible, signed forms should be turned in when the College vehicle keys are returned.

Only College vehicles are covered under the College’s automobile liability insurance coverage. If a College employee drives his or her own personal vehicle for official College business for any purpose; and, there is an accident, that employee’s personal vehicle insurance will be the primary insurance for all damages to the employee’s vehicle and other vehicles or property involved in the accident. If the employee is injured and performing duties at the time within the scope of his/her job with the College, then those injuries will be covered by the College’s Workers Compensation Insurance policy.

If any passenger, other than a College employee, is injured in an accident while being transported in a College vehicle, that passenger’s own insurance will be his/her primary insurance for all medical issues related to that person’s involvement in the automobile accident.

3.24.3.3 15-Passenger Vans
The objective of this procedure is to reduce the risk of accident and possible injury or death associated with the operation of 15-passenger vans. Risk reduction is achieved through assurance that vans will only be operated by safe and knowledgeable drivers; that vans are in proper and safe working order; and, that all passengers use passenger restraint systems when the vehicle is in operation. All 15-passenger van operators must successfully complete training prior to driving.

The cost to replace a lost or damaged key (other than a Building key or a Master key) is $35.00. For the purposes of safety and security, if at the discretion of the Director of Facilities, it is determined that a lock must be replaced and a new key issued due to a lost or stolen key, the cost is $125.00. To receive a new key, the employee must follow this procedure.

If negligence is determined in the case of any lost, stolen or damaged key, an employee may be subject to reimbursing the College for expenses for the replacement of keys and the changing of
locks; and/or, in some cases, an employee may also be subject to discipline up to and including termination.

When a key is no longer necessary, or employment has ended, the key should be returned to the issuing department/position immediately. The appropriate person in that department will locate the employee or Contractor’s original **Key Form**, and, indicate the date that the key(s) was/were returned and sign the form. In addition, the issuing department will sign off on the terminating employee’s Departmental Sign-out Form indicating that any issued keys have been returned.

**Under no circumstances are students authorized to possess or to check out keys to campus facilities without special permission from the President or his/her designee.**

**3.24.4 Mail**
The College uses metered postage and stamps for official College mail only. All mail will be distributed to the appropriate divisions.

**3.24.5 Posting of Notices**
All posters, signs, etc., are to be posted on bulletin boards only. No posters or signs are to be put on the walls of the buildings or on furniture. Permission for posting must be obtained from the Vice President for Student Affairs or Executive Director.
3.25 Custodial or Maintenance Services
Requests for maintenance (repairs or moving of equipment) or custodial (cleaning) services should be forwarded in writing with the appropriate supervisory approval to the Director of Facilities. In an emergency situation, a request may be given in person or telephoned to the Director of Facilities but should always be followed by a confirming written request.
3.26 Lost or Abandoned Property

I. Purpose:
To provide for proper safeguarding, control and disposition of Lost or Abandoned property that has been turned into College authorities. It is the intent of St. Johns River State College to comply with F.S. 705.18 relating to Lost or Abandoned property found on College property.

II. Procedure:
A. Whenever any lost or abandoned personal property is found, including cash, on any St. Johns River State College campus, the College President designates the Department of Campus Safety and Security to take initial charge of that property. Any article found on a St. Johns River State College campus should be turned in to the Campus Safety and Security Department located at the Security Office or to a Security officer.

B. The Department of Campus Safety and Security shall make a record of the lost or abandoned property including a description of the item as well as the date and location such property was found.

C. The Department of Campus Safety and Security will also make a record of any efforts to locate the rightful owner of the lost or abandoned property.

D. If the property is not claimed by the owner within sixty (60) days after it is found, the College shall dispose of or make use of the property in accordance with established policies and procedures that best meet the needs of the College.

1. Property that is determined to have no intrinsic value is authorized to be destroyed.

2. Property, other than cash, that is determined to have intrinsic value shall be released to the Director of Safety and Security for final disposition in accordance with current College Policy.

3. Final disposition may include the lawful sale of the property, donation to a charitable organization or destruction as listed in 1 above.

4. All lost or abandoned cash shall be turned over to the College business office against proper receipt to be disposed of in accordance with current College policy and procedure.

5. Yearly, after July 1st or quarterly if necessary due to limited storage space, property will be inventoried to dispose of those items that have been held for the 60 day minimum. List the items, categorized as “Cash”, “Donate” or “Destroy” on the Lost/Found Items for Disposal Form. The list should be signed by two (2) employees, then reviewed and signed by the Director. Cash will be turned over to the Business Office as required by SJR State College policy. Property with a value shall be donated to a charitable cause as approved by the Director. Property without value
shall be destroyed by trash disposal. Logs, forms and lists shall be retained on file in the Security Office for a period of ten (10) years.

E. The rightful owner of the property may reclaim the property at any time prior to the disposition, sale, or use of the property in accordance with this section and the established policies and procedures of the College.

F. The College is not responsible for reimbursement to the owner in the event an item is disposed by any means after the 60 day period has expired, regardless of whether the College benefitted from the disposition of such item.

G. Any Lost or Abandoned item that is suspected to be illegal contraband shall be released to local law enforcement for disposition.
3.27 Tobacco Free Policy

The District Board of Trustees and St. Johns River State College are committed to promoting and providing a safe, healthy and productive environment for all students, employees, contractors, vendors, patrons and visitors. Therefore, it is the policy of the District Board of Trustees that St. Johns River State College shall be a Tobacco-free College.

The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property. Electronic smoking simulated cigarettes (“e-cigarettes”) produce a vapor of undetermined and potentially harmful substances, which may resemble the smoke emitted by the use of traditional tobacco products. Their use in places where smoking or traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the tobacco free policy. As such, “e-cigarettes” are prohibited.

College students, employees, contractors, vendors, patrons and visitors are expected to observe and comply with this policy at all times.

Enforcement of this policy will depend on the cooperation of all students and employees, not only to comply with this policy, but also to encourage others to comply with the policy.
3.28 Deferred Retirement Option Program (DROP)

Employees who meet certain requirements in accordance with Florida Statutes and rules of the Florida Retirement system are eligible for the Deferred Retirement Option Program (DROP).

At the time of DROP retirement, the employee will submit a letter of resignation to become effective on the date of termination indicated in the DROP application, which will become irrevocable upon approval by the District Board of Trustees.

Employees who begin employment at the College after they have elected the DROP Program at another Florida retirement system participating employer will be subject to the **DROP termination date of the original DROP application. Employment will be terminated as of the DROP termination date. The employee will furnish the College with a letter of resignation effective as of the DROP termination date.

Policies in effect at the time of DROP retirement will govern accumulation and payout of annual leave for employees who elect to participate in the DROP program. Accumulated sick leave will be paid according to the schedule for the College’s 401(a) Qualified Retirement Plan for Accumulated Sick Leave Pay as outlined in PAID SICK LEAVE – Adjustment on Termination of this manual.

Upon *DROP retirement date, the employee has the option to receive a lump sum payment for accumulated annual leave in accordance with the College’s leave procedure, #3.1, to be included in the calculation of average final compensation for retirement purposes. The balance of maximum possible days accumulated but not paid at DROP retirement may be paid at the time of employment termination. Total of days paid at DROP retirement date and at employment termination date shall not exceed the maximum allowed in accordance with the College’s leave procedure, #3.1.

Reemployment is not guaranteed after participation in and departure through DROP.

Faculty who are selected to return to employment with St. Johns River State College after DROP will be placed on the salary schedule at step 15 unless a higher step is recommended by the appropriate Vice President and approved by the President. However, they will be placed on annual contract status and will not be on track to earn continuing contract.

* DROP Retirement Date - Date the DROP period begins.
**DROP Termination Date - Date employee terminates employment after the DROP retirement.
3.29 Grievance Policy and Procedures

It is the desire of St. Johns River State College to eliminate the cause of any justifiable complaint or employee dissension or grievance. Toward this end, the College shall solicit the cooperation of all employees in reporting such occurrences so they can be corrected before they become a grievance.

It is the right of every employee to express a complaint or to secure consideration of any grievance without fear of reprisal or penalty. St. Johns River State College assures prompt and impartial investigation and consideration of all employee complaints and/or grievances, whether formal or informal, verbal or written within an employee’s scope of service at St. Johns River State College.

Grievances shall consist of matters of disagreement arising out of the employer-employee relationship where 1) there is no applicable policy, 2) there is a deviation from approved policy, or 3) a policy is considered to be unfair, unfairly applied, or no longer applicable. The grievance procedure is also available to probationary as well as non-probationary employees who allege discrimination or harassment due to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status or any other characteristic protected by law.

An employee who has a complaint may initiate a formal grievance procedure as outlined in this rule. An employee initiating a grievance may also have additional rights and alternatives as prescribed by the Administrative Procedure Act, Chapter 120, FS.

As used in this rule and its procedures, the phrase “persons directly involved” means the grievant and those who made the decision about which that person is aggrieved.

The grievance procedure should be initiated within sixty (60) working days following the incident which causes the employee to feel that a grievance should be filed; or, if the grievance is connected with discharge, within sixty (60) working days following termination of employment.

It is the policy of St. Johns River State College to encourage informal discussions between individuals concerning complaints. Such discussions should be held with a view toward reaching an understanding which will resolve the matter in a manner satisfactory to the aggrieved party without need for recourse to the formal grievance procedure.
If the informal process is unsuccessful, the following procedures are to be followed in processing a grievance:

1) A grievance is initiated by discussing the problem with an immediate supervisor. If the employee feels unable to discuss the matter informally with the supervisor, he or she should begin the grievance procedure with step (2). A copy of the grievance shall be given to the person named in the grievance.

2) If a mutually satisfactory adjustment is not reached between the employee and the supervisor within 10 working days from the day of initiating the grievance, the employee may submit in writing the matter under discussion to the person at the next supervisory level with a copy to the Equity/Title IX Coordinator.

3) If a mutually satisfactory solution is not reached within ten (10) working days after the second step begins, the employee may submit the grievance in writing to the Senior Vice President/General Counsel and Executive Director, PAC, or his or her designate, with a copy to the Equity/Title IX Coordinator. Before making a disposition, the Senior Vice President/General Counsel and Executive Director, PAC (or his or her designate) shall discuss the grievance with the parties concerned. If the Senior Vice President/General Counsel and Executive Director, PAC should be the first or second level supervisor, a designate will be appointed to assume the role of the Senior Vice President/General Counsel and Executive Director, PAC.

4) If the written decision of the Senior Vice President/General Counsel and Executive Director, PAC (or his or her designate) is unsatisfactory to either the employee or the supervisor, then either may within ten (10) working days after receipt of the Senior Vice President/General Counsel and Executive Director, PAC’s decision, file a written notice of appeal to the President of the College, with a copy to the Equity/Title IX Coordinator, who will submit the matter to the Employee Grievance Committee for consideration. The Employee Grievance Committee will be composed of five full-time employees selected from a list of employees submitted annually to the President by the Equity/Title IX Coordinator. The aggrieved employee will select two members from the list; the appropriate supervisor, two members from the list, and the fifth member will be selected by the other four from the list and shall serve as Chair. The Employee Grievance Committee will accumulate and study the facts of the case and will submit a written report with a recommendation to the President, who will render a decision. The grievant will be called to give testimony to the Employee Grievance Committee but will not be present at other sessions of the Committee unless specifically asked to be present. Legal counsel for the grievant and the College will not be present at the hearings of the Employee Grievance Committee. The President shall render a decision based upon the record, or may call such witnesses as deemed necessary.

5) If the grievant is not satisfied with the disposition of the grievance by the President, the grievance may be submitted to the Board of Trustees of the College. This procedure shall be initiated by the receipt of a written request for the hearing by the College President within five (5) working days after the grievant receives the written disposition by the President.

6) Disposition by Limitation. Any disposition which is not appealed by the employee within the time allowed at each level after the date of receipt shall be considered settled and binding on the employee and the College. Any written grievance which is not
answered by the supervisor within the time allowed at each level after the receipt shall be referred to the next higher level, at the request of the grievant. The grievant and the supervisor may agree, in writing, that additional time is required at any level after the grievance is filed in writing with a copy to the Human Resources Office. The Human Resources Office shall keep official records of the progress of a grievance within the specified time limits.

7) **General Provisions.** The following provisions apply to the entire formal grievance procedure:

a. **Reprisals.** No reprisals of any kind shall be taken against any employee for filing a grievance.

b. **Confidentiality.** All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.

c. **Storage of Records.** All communications and records dealing with the grievance shall be filed separately from the personnel files of the participants.

d. **Withdrawal.** A grievance may be withdrawn by the grievant at any stage.

Nothing in this rule should be construed to limit a grievant’s rights as provided by the Administrative Procedure Act, Chapter 120, FS, or the rights of the grievant as provided by civil court proceedings and other legal remedies.
3.30 Procedure related to Fraud Prevention and Reporting

All employees of the College are expected to demonstrate trustworthiness in their professional dealings. Fraudulent behavior by College employees is directly opposed to trustworthiness and therefore, it will not be tolerated.

Examples of fraudulent behavior include, but are not limited to, theft, lying to obtain a material benefit, embezzlement, purchasing property for personal use with College funds, inappropriate use of College property for personal use, and the use of false information to obtain a material benefit.

It is the procedure of the College that:

1. All applicants for employment with the College are required to submit to a criminal background check pursuant to SJR STATE 5.21, District Board of Trustees Policy. Criminal records are reviewed for a number of reasons; including the principle that past behavior is a predictor of future behavior. The College will closely scrutinize those applicants whose criminal records reveal convictions for fraudulent behavior to be satisfied to the extent possible that fraudulent behavior will not be repeated. This scrutiny will be particularly intense for those applicants applying for a position that as a significant part of the job description requires the handling of property, money, and other assets of the College.

2. The President working in conjunction with the Administration, external auditors, and staff, will insure that appropriate internal controls are in place to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees. Such internal controls shall be reviewed periodically and revised as necessary.

3. All employees of the college have an obligation to report fraud to their supervisor and/or an officer of the College. In addition, an employee may report fraud, anonymously if desired, directly to the President or other Administrator, and the College Attorney. Any employee who reports fraud in good faith shall not be subject to any recrimination or retaliation for having made the report. Further, failure to report known fraudulent actions or actions that reasonably appear to be fraudulent can be grounds for discipline up to and including dismissal. For Federal awards, internal controls and reporting will be compliant with SJR State, state and federal regulations, including (2 CFR 200.113) which requires the awardee institution to disclose, in a timely matter, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
4. All allegations of fraud will be investigated by appropriate College staff and will be reported to law enforcement if there is cause to believe a criminal offense has occurred. Employees who are determined by the College to have committed a fraudulent act while in the course of their employment shall be subject to discipline, up to and including dismissal. Employees who are dismissed shall not be eligible for rehire.

5. If an employee is deemed to have fraudulently obtained any property of value from the College, the College shall take all reasonable steps to recover the property including but not limited to civil action or restitution under criminal proceedings. When evaluating reasonable steps, the College shall weight the cost of recovering the property against the value of the property.
3.31 Four-Day Summer Work Week

The College implements a 36-hour work week for the summer months. In order to allow more accessibility to the College, the daily work hours for the summer are from 8:00 a.m. to 5:30 p.m., Monday through Thursday. This schedule allows for a required ½-hour lunch break. College offices will be open between those times.

The number of 36-hour work weeks will be determined and announced annually.

Faculty
Faculty working during the four-day summer work week should plan accordingly.

For Workforce faculty who teach in clock hour programs, the four-day summer work week may not be feasible and eligibility will be determined on a case-by-case basis by the Vice President for Workforce Development and Executive Director, OPC.

Twelve Month Employees: Career, Professional Support, Faculty & Administrative Staff
Although the College work week for 12 month employees will be 36 hours during the summer schedule, pay will not be affected.

Employee leave allocation and usage will be handled in the same manner each summer. Since leave is tracked on an hourly basis the following will apply:

- If an employee takes an entire day off, nine (9) hours will be deducted
- If an employee takes a partial day off, the actual number of hours off will be deducted
- If an employee takes an entire week off, thirty-six (36) hours will be deducted
- Each employee’s leave will continue to be earned using the same formula as during the regular work year

Breaks and lunch hours cannot be saved or combined to make up for hours lost due to leaving early from work.

Compensatory time off on an hour-per-hour basis will be given to non-exempt employees who work between 36 and 40 hours in a work week, with time-and-one-half earned after 40 hours.
Overtime for non-exempt personnel must be approved in advance and should only be authorized when absolutely necessary. Approved overtime pay will be considered regular pay from 36 hours to 40 hours, with time-and-one-half paid after 40 hours.

**Part-Time Employees**
Work schedules for part-time employee will be adjusted by eliminating Friday hours unless the supervisor recommends and the Vice President approves that the number of hours worked remain unchanged.

**Questions**
Please direct any questions to Human Resources.
3.32 Copyright Procedure for Employees

As an institution of higher learning, St. Johns River State College (SJR STATE) is dedicated to providing quality educational programs and services to its students through the formation, discovery, and dissemination of knowledge. SJR STATE recognizes that the copyright holder has an exclusive right to their copyrighted works but that the use of copyrighted materials is sometimes necessary to further enhance the teaching, research, and scholarship activities of its faculty and staff.

All SJR STATE employees are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and the TEACH Act, and to act in good faith when using copyrighted materials to support educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software. Employees who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from SJR STATE.

Copyright

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work)

SJR STATE employees are permitted to use certain exemptions to the copyright law which prevent copyright violations and allow many beneficial activities to proceed. These include Fair Use and the TEACH Act, which allow, under certain conditions, the use and copying of copyrighted material for education and research. For use that falls outside the scope of Fair Use and the TEACH Act, faculty must secure permission or alter delivery plans.

Fair Use

The Fair Use limitation allows SJR STATE faculty and staff to copy, view, display, and distribute copyrighted materials for classroom use without seeking permission.
Even legitimate copies of films or videos may be legally shown as long as they are part of face-to-face instruction. Fair Use of copyrighted materials is not automatic. These four factors must be considered on a case-by-case basis to determine if the use is fair:

1. Is the purpose and character of the use educational or commercial?
2. Is the nature of the work factual or creative?
3. What is the amount and substance of the work to be used?
4. Will use affect the market value of the work?

Fair Use does not allow a work to be copied repeatedly term after term without permission. Fair use applies to all copyrighted works regardless of the media in which they are fixed: print, electronic, or multimedia. Educators may also want to consider the Fair Use Guidelines for Educational Multimedia when creating multimedia projects.

**Works in the Public Domain**

SJR STATE employees do not have to obtain permission for copyrighted works that are in the public domain (i.e., publications dated 1922 or earlier), freeware, data or fact compilations, ideas, most U.S. government documents, and works published before January 1, 1978, that do not have a copyright notice or for which the copyright has expired.

**Digital Millennium Copyright Act (DMCA)**

The Digital Millennium Copyright Act (DMCA) enacted in October 1998, amended the Copyright Act, by adding specific provisions relating to digital content. The DMCA enforces laws to prevent the circumvention of software or other technological locks that give copyright holders the right to control access, print, download, copy, or further distribute their digital works. Under DMCA, it is a civil and criminal offense for anyone to circumvent anti-piracy measures in software, to disseminate software or other copyrighted digital material without permission, or to manufacture code cracking devices. Fair Use is not a defense to the criminal act of unauthorized circumvention.

Distributing copyrighted materials over the Internet for which the faculty or staff member does not have permission is a violation of the DMCA. It is illegal to download music, games, or videos through peer-to-peer file sharing programs without permission or to use such types of software on the college’s network. The recreational downloading of copyrighted materials is a violation of both federal law and college policy. This law is enforced by federal investigators and by the owners of copyrighted materials.

As a non-profit educational institution and an Internet Service Provider (ISP), SJR STATE is afforded some protection of civil liability if a faculty or staff member commits an infringement. In order to limit its liability, the institution will:

- take measures to protect against unauthorized access,
• devise a reasonable way to limit unauthorized dissemination after access has been acquired,
• only acquire lawfully produced copies of copyrighted works for performance or display,
• designate the college Attorney as SJR STATE’s Copyright Compliance Agent to receive reports of copyright infringement,
• register the agent’s name and address with the Copyright Office, and,
• have a posted Copyright Policy and educate faculty and staff about copyright, and comply with any “take down” requests on material that has been infringed.

SJR STATE abides by the provisions of DMCA, which requires a prompt response to claims of copyright infringement by copyright holders or their agents. If a faculty or staff member willfully infringes while teaching, studying, or conducting research, SJR STATE will not be held liable and additional disciplinary action will occur.

Technology, Education and Copyright Harmonization (TEACH) Act
The Technology, Education, and Copyright Harmonization (TEACH) Act was enacted in November 2002, as an amendment to the Copyright Act of 1976. Found in section 110(2) of the Act, it covers distance education as well as face-to-face teaching which has an online, hybrid or broadcast component. At the institutional level, SJR STATE has in place the necessary technological provisions for faculty and staff to take advantage of the TEACH Act. At the teaching level, considerable responsibility is placed on faculty and staff who must comply with all criteria of the TEACH Act if they wish to take advantage of the exemption. If the TEACH Act does not apply, faculty and staff must consider Fair Use, seek permission, or use an alternate item or method of delivery.

To comply with the TEACH Act’s provisions, the institution, faculty, and staff will appropriately apply each criterion to the performance or display of electronic material placed within courseware maintained by SJR STATE before using the exemption:
• SJR STATE is an accredited nonprofit educational institution.
• SJR STATE has a policy regarding copyright.
• SJR STATE provides information and materials that promote and describe U.S. copyright laws.
• The amount of a copyrighted work performed without obtaining a license depends on the type of work:
  ❖ An entire non-dramatic literary and musical work may be performed.
  ❖ Only a limited and reasonable portion of other works such as audiovisual works and motion pictures may be performed. These works may not be performed in their entirety without a license.
Display of copyrighted works such as graphics, photographs, short poems, etc., in the online classroom must be comparable to that typically displayed in a face-to-face classroom.

- The works used are not part of textbooks, course packs, or other materials in any format that are typically purchased or acquired by students for their independent use and retention.
- The work performed or displayed is at the direction of or under the actual supervision of the instructor.
- The work is part of systematic mediated instructional activity and is an integral part of the class session.
- All copies transmitted are lawfully made or acquired.
- The transfer of a work in analog format to digital format is limited to what is “reasonable and necessary” to meet the course objective with no digital version available to the institution or if available contains technological measures that prevents its lawful use in the course.
- No portion of a work produced or marketed solely for online instruction is performed.
- SJR STATE provides information and notices to students that copyrighted materials may be utilized in a course. Faculty must place the following notice prominently within each course site and/or on each course syllabus:
  - “The materials on this course Web site may be subject to copyright protection and are only for use by students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”
- SJR STATE will transmit performances and displays of copyrighted materials only to currently enrolled students in the course.
- SJR STATE will take reasonable technological measures to prevent retention and/or dissemination of copyrighted electronic works for longer than the prescribed time period, normally a single class session.
- No SJR STATE employees will interfere with technological protections taken by copyright owners.
- SJR STATE will utilize authentication technology to restrict access to copyrighted materials placed within the course.
- Copyrighted images and graphics will only be made available in a format that limit printing and saving.
- Copyrighted electronic materials such as video and audio will be streamed to avoid the downloading and saving of the file or control of the content is maintained via passwords or time limits applied to the internal hyperlink or folder access.

**Obtaining Permission**

If an SJR STATE employee wants to utilize a work that is protected by copyright and the use of the work is not a “fair use” and no statutory exemptions apply to the use of the work, then
permission must be obtained from the copyright owner or one of the organizations that obtain permission before the work can be used. If one is unsure whether or not permission is needed, or if needed but is not yet received, the work cannot be used. Infringing on the owner of a copyrighted work may subject the employee and SJR STATE to legal action, including but not limited to being forced to stop using the work and/or paying financial penalties.

Training
The Open Campus Department, the Library and the Instructional Technology Department will coordinate and provide training on Copyright, Fair use, the Digital Millennium Copyright Act, and the TEACH Act. Proper use of the College’s computer network, software and e-mail is posted on the College’s Web site in MYSJR STATE. There are also links to copyright tutorials and information about copyright on the College Library’s Web page. All SJR STATE faculty and staff are expected to avail themselves of the training so they are able to adhere to all laws regarding copyright.

Faculty and Department Web Pages
Performances and displays of copyrighted materials not created by employees should not be available on a faculty or department Web page unless:

- Permission from the copyright holder has been obtained,
- SJR STATE has a license that permits such use of the work, or
- the Web page is password protected and available only to students currently enrolled in the class.

To avoid a copyright issue, it is preferable that the faculty or staff member link to content found on an open and free Web page or in a subscription database obtained by the library.
3.33 Reporting Substantive Changes to SACS COC

Definition and Responsibility
A substantive change is defined by SACSCOC as a “significant modification or expansion of the nature and scope of an accredited institution.” Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs


It is the responsibility of St. Johns River State College through the President and the SACS Accreditation Liaison to follow the substantive change policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes abiding by the specified notification requirements, timeline requirements, and prior approval requirements. Timelines for contacting SACSCOC can be as much as 12 months prior to implementation and many substantive changes require approval from SACS before they can be implemented by the College. Please consult the SACSCOC Web site for the most current documents related to substantive change types and reporting timelines.
Reporting Substantive Changes

1. Any possible substantive change should be immediately reported to the College’s SACS Accreditation Liaison to determine if the proposed change is a substantive change as well as noting the relevant timeline for reporting such a substantive change. Departments should familiarize themselves with the substantive change policy document posted on the SACSCOC Web site paying particular attention to the chart on page 6 for reporting requirements of the various types of substantive change. [http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf](http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf)
2. Once a proposed change is determined to be a substantive change, the Accreditation Liaison will work with the relevant department in crafting relevant documents such as teach out plans, prospectuses or level change applications.
3. The Accreditation Liaison will draft substantive change notification letters to the Commission for the President and coordinate all correspondence with the Commission regarding substantive change.
4. The Accreditation Liaison will maintain a file of all submitted substantive changes.

Safeguards to Ensure Timely Reporting of Substantive Changes to SACSCOC

1. Since the College’s SACS Accreditation Liaison takes the lead in reporting all substantive changes this person will be a member of the College Leadership Team and serve on the Institutional Planning Committee (IPC) which endorses all new program development. The current Accreditation Liaison is the Vice President for Assessment, Research and Technology.
2. Notification to the Accreditation Liaison that program changes are planned prior to their implementation through:
   - Completion of a “New Program Check-Off Sheet” that makes specific reference to the possibility of a potential substantive changes
3. Notification to the Accreditation Liaison that course changes are planned by:
   - Completion of a “New Course Form” or a “Modification/Deletion Course Form” for course changes that need to be submitted for Florida’s Statewide Common Course Numbers System (SCNS). This form has a comment section for the Institution Contact to complete regarding potential substantive changes. The SACS Accreditation Liaison is the Institutional Contact for SCNS.
4. Biannual meetings of the Accreditation Liaison and the Director of Dual Enrollment to monitor course offerings on high school sites and plan for expansion of dual enrollment.
5. Review of the final draft of the annual College Catalog by the Accreditation Liaison for potential unreported substantive changes before it is approved by the District Board of Trustees.
6. Periodic briefings and updates on substantive change policies and procedures by the Accreditation Liaison. This will include updates on the percentage of program credits earned at off-campus sites and through distance learning.
3.34 SJR State Security Incident Response Procedure

Introduction:
An IT security incident is defined as an event that impacts or has the potential to impact the confidentiality, availability, or integrity of SJR State IT resources. Standards, procedures, and guidelines regarding IT security incident response are included in this document. Specific procedures vary depending on the type of incident, but all procedures include the following steps:

1. Discovery
2. Documentation & Communication
3. Notification
4. Investigation
5. Resolution
6. Closure

In order to coordinate response to and resolution of IT security incidents, SJRState has established an incident response team. The SJRState Incident Response Team (SIRT) is led by the Senior Vice President/General Counsel and Executive Director, PAC/General Counsel and/or the Chief Information Officer or their designee. SIRT is composed of IT security staff reporting to the CIO, and others as appropriate for the incident. The full SIRT team will be identified by the EVP & CIO.

SIRT:

- Has primary authority in response decisions for SJRState IT security incidents
- Coordinates incidents from discovery through resolution and closure
- Assesses threats to IT resources
- Determines vulnerabilities of IT resources
- Processes IT security complaints or incidents reported by others
- Alerts campus IT workers of active threats

The following list describes responsibility for each step in the typical incident response process:

1. SIRT maintains systems to discover security incidents involving IT resources
2. SIRT documents IT security incidents in a tracking system
3. SIRT sends notifications to the appropriate constituents identifying the type of incident
4. SIRT must contain the incident as soon as possible
5. SIRT must investigate and update the tracking system with details of the investigation
6. SIRT, using details from the investigation, determines incident severity
7. SIRT must update the tracking system whenever any action, plan, decision, or discussion occurs

Common Incident Response Procedures:

**Discovery:** The SJRState Incident Response Team assesses threats to IT resources. When a threat is discovered, it is documented and IT staff are alerted. When possible, IT resources are assessed for vulnerability to the newly discovered threat and appropriate contacts are notified.

**Documentation and Communication:** All College Staff must report all suspected incidents to the IT Department immediately. Upon receiving notification, or detecting an incident, the CIO must determine the nature and scope of the suspected incident. The CIO or his/her designee will prepare a written risk assessment of the incident. This assessment should include, at a minimum, the following:

- Details of security incident
- Scope of the incident
- Communication Plans
- Containment Plans
- Eradication Plans
- Restoration Plans
- Recommendation for additional actions indicated

This assessment will be provided to the Senior Vice President/General Counsel and Executive Director, PAC/General Counsel as soon as possible. The CIO & EVP will then determine additional actions necessary to resolve and manage the risk incident for the College. If necessary, the EVP and/or CIO will notify additional administration of the College, the Security Department, and outside agencies as necessary.

All actions taken shall be documented, in detail, in the Outage/Incident section of the IT Help Desk. Notifications shall be sent as necessary to all involved constituents.

**Investigation:** Investigation includes analysis, identification, prioritization, evidence collection and retention.

If the incident involves law enforcement, secure evidence without reviewing additional content. Network hardware, software or data may be considered evidence. Care must be taken to preserve evidence. A public records request, subpoena, warrant or other official request must be issued before data is released to law enforcement. Using the investigation details provided, SIRT classifies incident severity.
1. If forensic evidence is needed for law enforcement (see Response Procedures for Incidents Involving Law Enforcement), an image of the compromised host must be retained. Email and any other relevant evidence must also be retained.

2. If the method of compromise is unique or cannot be determined, evidence should be retained to aid in analysis of the incident.

IT Staff must investigate vulnerabilities identified in notifications. IT staff must research all applicable security resources to determine the appropriate remediation. The CIO should bring all resources necessary, including outside assistance and consultation.

Resolution: If the eradication is successful, the SIRT should clean and restore the data and availability of the affected system and return the system to normal operations. If necessary, the system should be restored from backup and appropriate patches should be applied and server hardening should be performed to prevent future incidents. Once the system is returned to normal operations, SIRT should perform a backup of the system and then monitor the system for a reoccurrence of the incident. All actions taken shall be documented, in detail, in the Outage/Incident section of the IT Help Desk.

Closure: The EVP will review all materials and interview those necessary to determine if additional actions need to occur. The EVP and CIO will report the incident to the Executive Counsel including a recommendation for further action. The Executive Council will determine the need for additional actions and discipline if necessary.

Final communication to all constituents providing information as necessary about the issue, its correction, and any changes necessary due to the event or its resolution.

Incident Response Procedures for Compromised IT Resources

Examples: attack/exploit, backdoor or trojan, denial of service, malware, unauthorized access

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- IT resources engaged in active attacks against other IT resources must be contained immediately.
- Unless further investigation requires unrestricted access, all other compromises must be contained as soon as possible, but no later than the same business day in which the notification is received.
- Compromised hosts must be assessed.
- Identify source as appropriate, including user, host or other resource.
- In particular, if passwords have been compromised, they must be reset and changed by the users, once the system has been secured.

Incident Response Procedures for Copyright Infringement
Examples: unlicensed movies, music, or software.

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- Any formal Digital Millennium Copyright Act (DMCA) complaints received directly from a representative of the copyright holder should be referred to the CIO and/or the Senior Vice President/General Counsel and Executive Director, PAC/General Counsel.
- Upon receipt of a complaint, the CIO and/or the EVP will examine the notice of copyright infringement to determine whether it contains the elements required by the DMCA.
  1. Identification of the copyrighted work claimed to have been infringed
  2. Identification of the material that is claimed to be infringing and that is to be taken down or disabled, and information "reasonably sufficient" to enable the service provider to locate the materials
  3. Information "reasonably sufficient" to enable the service provider to contact the complainant.
  4. A physical or electronic signature of a person authorized to act on behalf of the owner (i.e., the copyright owner or its licensee) of the right that is alleged to be infringed.
  5. A statement that the complainant has "a good faith belief" that use of the material in the manner complained of is not authorized by the copyright owner, the owner's agent, or the law.
  6. A statement that the information in the notification is accurate and that, under penalty of perjury, the complainant is authorized to act on behalf of the copyright owner.
- SIRT will ensure that public access to the material targeted by the complaint is disabled as quickly as reasonably possible.
- SIRT will ensure that the person believed to be responsible for the alleged infringing distribution of copyrighted material is notified of the complaint, and of the action taken to remove access to the material. The person must be given an opportunity to contest the removal of the material if they believe the complainant has misidentified it or if the material is lawful.
- If the material in question is not legally possessed by the person believed responsible for making it publicly accessible, SIRT will ensure that the material is removed from the system on which it was found.
- If the person responsible for distributing the material is a student, forward the matter to the Office of Student Affairs.
- If the person is an employee, notify the appropriate Dean, Director, or Vice President.

**Incident Response Procedures for Violations of the Acceptable Use of Computing Resources policy**

Examples: excessive or disruptive use, complaint, spam, inappropriate content, suspicious activity.
All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- Acceptable Usage violations must be contained immediately. Unless further investigation requires unrestricted access, all other violators must be contained as soon as possible, but no later than the same business day in which the notification is received.
- Containment can be achieved by immediately disconnecting the user from the network, revoking user access, or other means as appropriate.

**Incident Response Procedures for Suspicious Activity**

Examples: sweeps, scans, unusual connections, excessive bandwidth consumption

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- Suspicious activity should be contained as appropriate until the investigation is complete or the incident is resolved.
- Containment can be achieved by immediately disconnecting the resource from the network, revoking user access, or other means as appropriate.
- Suspicious activity must be resolved as soon as possible, preferably the day of the notification.
- Refer to the incident response procedures for Compromised IT Resources if the suspicious activity is found to be a compromise of a resource.

**Additional Incident Response Standards, Procedures, and Guidelines:**

**Critical IT Resources Standard**

IT resources are vital to the function of SJRState. They might store sensitive data, confidential data, or data protected by law. Critical IT resources may need special consideration with respect to risk assessment, service interruption, and notification.

**Incident Tracking Standard**

All security incidents involving SJRState IT resources must be tracked. The incident tracking system is intended to monitor progress toward incident resolution and to store data that can be used for incident trend analysis. Security incident tickets contain the following information, but are subject to change:

1. Contacts: A list of all contacts notified about the incident.
2. Diary: Incident details must be recorded each time the ticket is updated.
3. Filter: Relevant information about filters associated with an incident are tracked.
4. Incident status
New: Opened, but not assigned to individual
Assigned: Responsibility assigned to individual
Contained: Threat is contained usually via some form of access restriction, but incident is not fully resolved.
Dormant: Contacts did not respond and no further activity was observed for one month.
Resolved: All appropriate actions have been completed.
Closed: SIRT concurs that the incident is resolved.
False Positive: Erroneous ticket.

5. Incident severity classification (see Incident Classification Guidelines below)
   - Class 3: Any of the following.
     - Critical Data
     - Involves serious legal issues
     - Service disruption impacting institution
     - Active threat
     - Widespread
     - Public interest
   - Class 2: Not Class 3 and any of the following.
     - Sensitive Data
     - Involves less serious legal issues or potential for legal issues
     - Service disruption impacting unit or potential for disruption impacting institution
     - Potential for threat
     - Somewhat widespread
     - Potential for public interest
   - Class 1: Not Class 3 or Class 2.
     - Unrestricted Data
     - No legal issues

6. Incident type
   - Vulnerability
   - Compromise/Attack
   - DMCA violation
   - Acceptable Use violation
   - Suspicious activity
   - Other

7. Operating systems of host
   - Windows
   - Macintosh
   - Unix
Incident Severity Classification Guidelines

Incident severity classifications are described below. Severity classifications are used for incident trend reporting. If there is any doubt about the classification of an incident, the higher severity classification should be used. Incident classifications may be changed at the discretion of the CIO. The following criteria are evaluated to determine incident classification.

1. Data classification
2. Legal issues
3. Magnitude of service disruption
4. Threat potential
5. Scope
6. Public interest

To determine the severity classification for the incident tracking systems, IT staff are asked to affirm the following assertions regarding each incident in their unit.

- There is a reasonable expectation that critical or sensitive data was acquired by an unauthorized person as a result of this incident.
- There is a reasonable expectation that confidential or security-related information was acquired by an unauthorized person.
- This incident involves legal violations
- This incident impacts, or has strong potential to impact mission critical services.
- There is active public interest, or a strong potential for active public interest in this incident.
- Hosts involved in this incident are actively attacking other hosts
- There is strong potential for attack from hosts involved in this incident
- This scope of the incident

Class 3: Highest Severity

If the answer is 'yes' to any of the following questions regarding an incident, then it is a Class 3 incident.

1. Data security. Is there a reasonable expectation that critical data was acquired by an unauthorized person as a result of this incident?
   1. Are data protected by privacy rules or legislation involved? For example:
      1. Non-directory student data as defined in FERPA
      2. Social Security Number
      3. Bank account, credit card, or other private financial information
      4. Driver license number
      5. Any medical records or protected health information as defined in HIPPA
   2. Is intellectual property involved
   3. Are other data security issues involved? For example:
      1. Passwords, risk assessments, or other security-related data.
2. Data restricted by legal contracts, memorandums of understanding, or other agreements.
4. Data, if available to unauthorized users, will cause harm to an individual, a group or the institution.
2. Legal issues. Does this incident involve any legal violation?
   1. Threat to persons or property
   2. Theft greater than $10,000
   3. Child pornography
   4. Copyright violations
3. Magnitude of service disruption. Does this incident impact mission critical services?
4. Threat. Are hosts involved in this incident actively attacking other hosts?
5. Scope. Is this incident widespread (over 10% of unit or greater than 100 hosts campus-wide)?
6. Public interest. Is there active public interest in this incident?

**Class 2: Medium Severity**

If the answer is 'no' to all of the Class 3 questions above, but 'yes' to any of the following questions, then it is a Class 2 incident.

1. Data Security. Is there a reasonable expectation that sensitive data was acquired by an unauthorized person as a result of this incident? For example:
   1. Infrastructure diagrams such as building and network
   2. Strategy documents
   3. Financial information
   4. Purchasing information
   5. Policies, standards, and procedures
   6. Business recovery plans
   7. System configurations
   8. Emergency response plans
   9. Emergency equipment inventories
2. Legal issues. Does this incident involve a legal violation? For example:
   1. Theft less than $10,000
   2. Harassment
3. Magnitude of service disruption. Is it likely that this incident will impact mission critical services?
4. Threat. Is an attack likely to occur from hosts involved in this incident?
5. Scope. Is this incident somewhat widespread (3-10% of unit or 10-100 hosts campus-wide)?
6. Public interest. Is there likely to be public interest in this incident?

**Class 1: Lowest Severity**

If the answer is 'no' to all of the Class 2 and Class 3 questions above, then it is a Class 1 incident.
Summary of Response Procedures for Incidents Involving Law Enforcement

Examples: obscenity, stalking, threat to persons or property, child pornography, unauthorized access.

Evidence Retention: Secure evidence without reviewing additional content. Network hardware, software or data may be considered evidence. Care must be taken to preserve evidence.

Evidence Release: A public records request, subpoena, warrant or other official request must be issued before data is released to law enforcement. Contact OGC to review public records requests, subpoenas, and warrants before responding. Evidence from incidents that involve an immediate threat to persons or property may be provided to law enforcement in advance of a public records request, subpoena or warrant, but OGC should be contacted if time allows.

Notifications: If any incident involves unauthorized disclosure or acquisition of private data, all SJRState staff must notify the IT Help Desk or their Vice President. The Vice President will direct notification to SIRT. If the incident involves a student, notify Student Affairs. If the incident involves an employee, notify the appropriate Dean, Director or Vice President. IT workers do not make disciplinary decisions unless they supervise the violator.
Summary of Internal and Public Communication Notification Procedures

Upon receipt of notifications from SIRT, units must respond as directed in the notification. All units must notify SIRT/CIO/IT Help Desk/Vice President immediately upon discovery of security incidents. When evidence of a possible crime is discovered, IT workers should report it to their supervisors. Supervisors should escalate communication through normal channels but must contact their SIRT/CIO/IT Help Desk/Vice President. Law enforcement should be notified of incidents involving:

- Threats to persons or property
- Damages in excess of $10,000
- Child pornography

Other incidents should be reported to law enforcement according to the judgment of the Senior Vice President/General Counsel and Executive Director, PAC/General Counsel. SJRState should coordinate with the Senior Vice President/General Counsel and Executive Director, PAC/General Counsel to create a public communication plan for any incident likely to attract public interest.

References:

Forensics

3.35 Prohibition of Firearms and Weapons on College Property or at College Events

POLICY/PURPOSE: St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

APPLICABILITY/ACCOUNTABILITY: This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

POLICY STATEMENT: St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one’s person or in one’s office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

DEFINITIONS: Weapon – A thing designed or intended or which may reasonably be used for inflicting bodily harm. The term “weapon” includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term “weapon” includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located.

Firearm – Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

Exceptions: Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted Security Staff may possess weapons on College property.

2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency allows to be carried.

3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.

4. Faculty for and students enrolled in Criminal Justice programs may possess weapons while participating in College approved training exercises.
5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.

6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.

7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.

8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

**VIOLATION AND DISCIPLINE:** Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.
3.36 Guidelines for Minors on Campus

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract Minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability and the safety of minors on campus is a high priority for SJR State. This policy provides guidelines for those in the College community who work with or interact with Minors. This policy is designed to help safeguard and protect Minors when they are on campus.

"Minor" for the purposes of this guideline means any person under the age of 18 who is not a registered SJR State student.

Procedures:

1. Use of College Facilities by Minors
   a. All supervised Minors participating in a College program or a program taking place on College property are generally permitted use of identified facilities (athletic fields, public spaces, academic buildings, food service areas, etc.), but the College reserves the right to restrict anyone, including Minors, from certain areas or facilities or from utilizing specified equipment.
   b. Minors are permitted at events and venues open to the public. However, the College reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.
   c. Minors are prohibited from entering laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required except while participating in properly supervised College-Sponsored Events or programs taking place on College property.

2. Employee Guidelines
   a. Employees must always obtain supervisor approval to bring Minors into the workplace. If approved by the supervisor, the following apply:
      i. Minors are not to be brought to campus on a regular basis in lieu of childcare.
      ii. Minors may be brought to campus, on rare occasions for short periods of time.
      iii. Supervision by the parent or guardian is required at all times.
      iv. Minors may not be left unattended or with other employees.
      v. Minors may not interfere with workplace activities.
   b. Departments may, due to the nature of their operations, prohibit employees from bringing minors to the workplace.
3. Student Guidelines
The following guidelines apply to students bringing minors on campus:
   a. Minors are not to be brought to campus on a regular basis in lieu of childcare.
   b. Minors may be brought to campus, on rare occasions when necessary, for short
      periods of time.
   c. A Minor should not be left unattended while the parent or guardian is attending
      class or conducting any other business or social function on campus.
   d. Supervision by the parent or guardian is required at all times.
   e. Minors are not allowed in the high-risk areas defined below.
   f. Minors are not allowed in classrooms while classes are in session.
   g. Should a Minor become disruptive, College personnel may ask the student and
      Minor to leave.

4. Visitor and Third Party (Invitee) Guidelines
The College hosts many events that are appropriate for Minors to attend; at these events, the
following apply:
   a. Supervision by the parent or guardian is required at all
      times.
   b. Parent or guardian must assure that Minors are not
      disruptive.
   c. Parent or guardian must not leave Minors unattended.
   d. Minors are not allowed in the high-risk areas defined
      below.

5. High-Risk Areas
Unless authorized by an appropriate College employee and appropriately supervised, Minors
are not allowed in high-risk areas, including but not limited to:
   a. Laboratories, shops, studios, mechanical rooms, power plants, garages, and food
      preparation areas;
   b. Any areas, indoors or out, containing power tools or machinery with exposed
      moving parts;
   c. SJR State vehicles, boats, or motorized equipment;
   d. College Security offices or vehicles;
   e. Any other high-risk areas (such as stairwells, elevators or doorways, rooftops,
      construction zones).

6. Behavioral Guidelines for College faculty, staff, students and volunteers in College-
   sponsored or College-affiliated programs which involve Minors:
   a. While it may be impossible to avoid all circumstances where an adult has direct
      communication or instruction with a Minor in the absence of other adult faculty, staff,
      students and volunteers, all programs and activities should strive to avoid situations and
      circumstances where an adult has direct contact with a Minor in the absence of other adult
      faculty, staff, students and volunteers, especially where that access also presents
      opportunities for secrecy or privacy.
   b. College faculty, staff, students and volunteers may not hit, administer corporal
      punishment to, or touch in an inappropriate or illegal manner any Minor.
   c. College faculty, staff, students and volunteers shall not transport Minors to or from the
homes of the Minors except when the individual is the parent or guardian of the minor(s); this is not related to College-provided transportation.

d. College faculty, staff, students and volunteers shall not engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs while supervising Minors at College sponsored or affiliated activities.

e. College faculty, staff, students and volunteers shall not engage in communications with Minor participants outside of communications related to the promotion and/or operation of the College sponsored or affiliated program and/or activity. This includes social media, telephone and personal meetings outside of official scheduled meeting times for said program and/or activity.

7. Level 2 Background Screening

a. Employees

i. All College employees, including part-time employees, who will or are working in College programs or College sponsored or affiliated programs with Minors are required to undergo Level 2 background screening as defined in Chapter 435, F.S., before being hired or as a condition of continued employment.

ii. The College will not hire, select, or otherwise allow an employee to have contact with a Minor, or place the employee in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of employment that requires working with Minors, unless the employee has been granted an exemption from disqualification by the Florida Department of Families and Children.

b. Volunteers

i. All volunteers, who will be or are working in College programs or College sponsored or affiliated programs with Minors are required to undergo a Level 2 background screening, as defined in Chapter 435, F.S. before being permitted to volunteer or being permitted to continue to volunteer in those programs.

ii. The College will not select a volunteer, or otherwise allow a volunteer to have contact with a Minor, or place a volunteer in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of permission to volunteer to work with Minors, unless the volunteer has been granted an exemption from disqualification by the Florida Department of Families and Children.

c. Level 2 criminal background checks of College faculty, staff, students and volunteers that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential except as provided by law.

d. Non-College Entities

i. Non-College organizations and entities that operate programs or activities on campus involving Minors must comply with Chapter 435 and Section 409.175, Florida Statutes.

ii. Any contracts entered into between the College and a non-College entity for the operation of a program or activity which will involve Minors must require the non-College entity to comply with section 409.175 F.S. and Chapter 435, F.S.
Authority and Related Documents:
Sections 39.201, 39.203, 39.205, 110.1127, 409.175, 827.03, and Chapter 435, Florida Statutes
3.37 Information Classification and Protection Procedure

The purpose of this procedure is to help ensure the protection of the college’s Confidential & Internal data from unauthorized access, damage, alteration or disclosure while preserving the ability of authorized users to access and use institutional data for appropriate college purposes. This procedure encompasses all SJR State data, electronic as well as paper, i.e., “hard copy.” It applies regardless of the place of storage and whether used for administration, research, teaching or other purposes.

Scope
This procedure applies to all files, data, and documents within the College. Anyone with access to any College information, including but not restricted to, faculty, staff, students, volunteers, and affiliates of SJR State are covered by these procedures.

Data Security
Data in Confidential, Internal, and Public categories, as defined in this procedure, require security measures appropriate to the degree to which the loss or corruption of the data would impair the academic or business functions of the College, result in financial loss, or violate law, policy or College contracts.

Security access by employees of the College will be implemented in compliance with FERPA requirements as follows:

- FERPA makes it clear that school officials with legitimate educational interests may be given access to personally identifiable information about students.
- A person employed by the College in a role of, including but not limited to, administrative, counseling, supervisory, academic, student affairs or a support staff to these positions may be granted access to FERPA protected data when that data is relevant to the accomplishment of assigned duties or a determination about a student.

Security measures for data are set by the Data Custodian, working in cooperation with Data Stewards and Data Trustees, as defined in this procedure.

Actions When Confidential Data are Compromised
Any data breach, as defined in Florida Statutes, involving Confidential information must be reported immediately to the employee’s Vice President and the Chief Information Officer. The Chief Information Officer will initiate a Security Incident report, ensure proper collection of evidence and make a recommendation for further action.
SJR State Data Roles and Responsibilities

The College defines four staff roles, each with corresponding responsibilities for the protection of information. The responsibility of protecting this information is shared by everyone that uses, stores, or comes in contact with such data.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description of Role</th>
<th>User Permissible for Role</th>
<th>Responsibilities of Role</th>
</tr>
</thead>
</table>
| Data Trustee       | Senior Administrators of the College who have planning and policy level responsibility for information within their functional and management areas | • President  
• Vice Presidents  
• Chief Information Officer  
• Delegate of President, Vice President or Chief Information Officer | • Ownership of all information within their areas of responsibility  
• Assign and oversee the Data Stewards of the College  
• Oversee the establishment of data policies & procedures  
• Promote appropriate data use and ensure data quality standards within their respective areas  
• Determine the legal and regulatory requirements for data within their respective areas  
• Oversee the establishment of security roles, compensating controls, and data access controls  
• Participate in the approvals of security and access changes within their respective areas |
| Data Steward       | Administrators and staff having direct operational-level responsibilities for management and protection of information of one or more functional areas | • College Administrators  
• Delegates of College Administrators | • Interpret and assure compliance with College policies & procedures, federal & state laws regarding the release of, responsible use of, and access to College data and files, both paper & electronic within their areas of responsibility  
• Participate in creating & maintaining security roles for access to information in their respective areas  
• Develop and maintain data quality and data definition standards for the respective areas  
• Develop data handling training policies & procedures and oversee the delivery of staff training in their respective areas |
| Data Users         | Individuals who have been granted access to information in order to perform their assigned job duties. | • College Staff  
• College Faculty  
• Student & Part-time workers  
• Volunteers  
• Affiliates | • Comply with all College policies & procedures, federal & state laws regarding data handling and protection  
• Use institutional data only as required to conduct College business  
• Ensure the accuracy of College information used to conduct business  
• Report any unauthorized access, misuse or data quality issues to the appropriate Data Steward and the Chief Information Officer of the College |
| Data Custodians    | Computer systems administrators and IT staff responsible for the operation and management of systems | • Chief Information Officer  
• IT Staff  
• Any College unit or staff that | • Maintain and implement physical and logical access to systems & information as defined by the Data Trustees and/or Data Stewards of the College |
SJR State Data Classification
All data and files at the College shall be assigned one of the following classifications. Collections of diverse information should be classified to the most secure classification represented in the document or data. These standards apply to all data and/or information that is created, collected, stored or processed by the College in both electronic and non-electronic formats. The table below identifies the data classification categories and provides examples for each classification category.

<table>
<thead>
<tr>
<th>Data Classification</th>
<th>Description</th>
<th>Examples (not meant to be a complete list)</th>
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<tbody>
<tr>
<td><strong>Confidential</strong></td>
<td>Data/information that requires a high level of protection due to the risk and magnitude of loss or harm. Data protected by law or regulation whose improper use or disclosure could:</td>
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<td>• Adversely affect the ability of the College to accomplish its mission</td>
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<td>• Lead to the possibility of identity theft by improper release or protection of personally identifiable information</td>
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<td></td>
<td>• Place the College into a state of non-compliance with various state and federal regulations such as FERPA, HIPAA, PCI DSS, and GLBA</td>
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<td></td>
<td>• Place the College into a state of non-compliance with contractual obligations</td>
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<td>• Damage the College’s reputation</td>
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<td>• Social Security Number</td>
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<td></td>
<td>• Credit Card Number</td>
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<td></td>
<td>• Passwords &amp; Account Credentials</td>
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<td>• Driver’s License</td>
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<td>• Student Grades</td>
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<td>• Employee Records</td>
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<td><strong>Internal</strong></td>
<td>Data should be classified as Internal when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the College or its affiliates.</td>
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<td></td>
<td>• Educational records or information that are protected by FERPA but do not meet the classification requirements of Confidential</td>
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<td>• Personnel, salary or benefit information</td>
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<td>• Banner X numbers</td>
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<td></td>
<td>• Security related technology procedures</td>
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<tr>
<td>By default, all institutional data that is not explicitly classified as Confidential or Public data should be treated as Internal data.</td>
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</table>
Public

Data that is readily available to the public. Data should be classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the College and its affiliates. This data may be made generally available without specific approval.

- Directory Information as defined by FERPA
- College Catalog & Student Handbook
- Faculty & Staff Directories
3.38 Campus Fundraising Activities

This procedure ensures that all fundraising activities relate to the College’s mission and strategic plan and do not duplicate major fundraising efforts of the SJR State Foundation.

A. Purpose(s):

1. To distinguish between (a) fundraising efforts in which St. Johns River State College or the SJR State Foundation is an intended beneficiary and (b) fundraising activities in which the College is not a beneficiary, but members of the College community may be participants,
2. To clarify the Foundation’s legal, fiduciary and moral responsibilities for acknowledging and stewarding the gifts it receives,
3. To set limits and offer assistance for members of the St. Johns River State College community who wish to engage in fundraising activities outside of those conducted in support of the Foundation’s established priorities for philanthropic support, and
4. To provide education and guidance to help prevent actions that could jeopardize the Foundation’s tax-exempt status.

B. Guidelines and Procedures:

This procedure shall apply to any and all members of the St. Johns River State College community as well as any other individuals or organizations who may represent themselves to be members of the College community or who claim to be acting on behalf of the College. This procedure does not apply to members of the College community when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the College.

1. Definition of “College Fundraising Activities”: A College fundraising activity is one that employs the name, image or reputation of St. Johns River State College and/or the SJR State Foundation in an effort to secure financial contributions and also meets at least one of the following criteria:
   
   - The activity does, in fact, benefit SJR State College and/or the SJR State Foundation
   - Checks will be made payable to SJR State College and/or the SJR State Foundation
   - Donors will expect a gift receipt for tax purposes or will be promised a gift receipt,
• The organization will use the Foundation’s taxpayer identification number

2. **Advance Approval of Fundraising Activities:** All fundraising activities meeting the definition of “College fundraising activity” (see Section B, #1 above) must be approved in advance by the vice president for development and external affairs or the vice president’s designate.

3. **Employee Process:** Any potential fundraising activities on behalf of a College program or initiative must first be formally communicated to the appropriate divisional vice president before a request for assistance is directed to the Foundation Office. Examples of proposed fundraising activities might include, but are not limited to departmental grants, underwriting of conference participation, sponsorship of an on-campus symposium, student or faculty travel, equipment, or departmental awards and banquets.

These types of programs and initiatives, which include direct solicitations, sponsorships and/or an entry fee, shall require the additional submittal of a Fundraising Request Form (see attachment) to the vice president for development and external affairs for endorsement.

4. **Student Club Process:** Any potential fundraising activities on behalf of a student club, organization or program must first be formally communicated to the appropriate club advisor/divisional leader before a request for assistance is directed to the Foundation Office. Examples of exempt fundraising activities might include, but are not limited to candy sales, car washes, rummage sales, etc.

Special fundraising events, which include direct solicitations, such as gift cards to major retailers, sponsorships and/or an entry fee, shall require the additional submittal of a Fundraising Request Form (see attachment) to the vice president for development and external affairs for endorsement.

5. **Related Policies:** Student groups who wish to engage in fundraising activities should also consult the Office of Student Affairs and the appropriate campus student activities director.

The College recognizes that students and employees often engage in fundraising activities for which the College is not the intended beneficiary. These activities may range from campus-based efforts to raise funds for groups such as the American Cancer Society or Habitat for Humanity, to employee or student participation in local churches or civic organizations.
3.39 Animals on Campus

Purpose: SJR State is committed to providing equal opportunity access to its programs, services and activities. SJR State is equally committed to protecting the health and safety of students, employees, and visitors by prohibiting animals on campus. There are exceptions to this prohibition under limited circumstances.

SJR State shall make reasonable modifications to its policies and procedures as required by law (and including with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Americans with Disabilities Amendment Act and Florida Statute 413.08) to accommodate the use of a service animal by an individual with a disability. The College may also permit the presence of animals for educational purposes, compliance with statutory requirements, and other activities approved by the College. The purpose of this procedure is to define guidelines for the limited presence of animals on campus.

General Counsel/Legal Affairs shall serve as the Coordinating Office and shall make determinations for animal presence on campus as defined in this procedure; and, shall coordinate matters relating to the presence of service animals on campus by visitors. Disability Support Services for Students in Academic Advising shall coordinate matters relating to the regular presence of service animals handled by students. The AVP for Human Resources coordinates matters relating to the regular presence of service animals handled by employees.

Procedure:
1. General
   a. The College reserves the right to establish conditions for the presence of animals on campus through application of policy, procedure, student code of conduct and applicable law.
   b. The handler of the animal always has full responsibility and liability for the behavior of the animal. The handler is responsible for any damage that the animal may cause.
   c. The handler of the animal has full responsibility and liability for the care and supervision of the animal. The animal must be under the control of the handler at all times, such as in a harness or on a leash. When physical control is not possible, such as when a handler’s disability interferes with control, voice control or signaling is acceptable. In addition, the handler is responsible for the cleanup of all animal waste.
   d. The handler has full responsibility to ensure that the animal is not disruptive to any program, service, learning environment, or College activity. The College may require removal of the animal if it compromises health, safety or a positive educational or work environment.
e. The College may require the handler to remove an animal from the campus or events if it poses a threat or is disruptive, aggressive, or unhygienic.

2. Use of Animals in the Curriculum
   a. Curriculum approved by the VP for Academic Affairs or the VP for Workforce Development may include the use of animals. General Counsel shall serve as second and final approval.
   b. Such animals must not infringe on the health and safety of the campus community.

3. Service Animals:
   a. Individuals with disabilities may be accompanied by a service animal at the College.
   b. There may be rare occasions where an animal, including a service animal, may be restricted from College facilities or activities due to health and safety concerns.
   c. The handler will discuss with the approving party any restricted areas when the College has notice of a service animal accompanying a handler to such setting. When the College implements a restriction, the approving party will discuss it with the handler to determine other reasonable accommodations. That might include another method of service delivery or attendance without the animal.
   d. The handler is responsible for compliance with any laws pertaining to animal licensing, vaccination and owner identification.

4. Faculty and Staff Responsibility:
   a. To ensure equal access and nondiscrimination of individuals with disabilities, members of the College community should follow these guidelines:
      i. Allow service animals to accompany individuals with disabilities on campus;
      ii. Do not ask for details about a person’s disabilities;
      iii. Do not pet a service animal, as it distracts the animal from its work;
      iv. Do not feed a service animal;
      v. Do not intentionally startle, tease or taunt a service animal;
      vi. Do not ask about the nature or extent of a person’s disability to determine whether a person’s animal qualifies as a service animal. However, when it is not readily apparent that it is a service animal, College personnel may ask two questions to determine whether the animal qualifies as a service animal:
         1. Is the animal required because of a disability?
         2. What work or task has the animal been trained to perform?
         If the College employee is still unsure of whether or not the animal qualifies as a service animal, the employee should contact Human Resources at 4070; or the office of the Executive Director on the appropriate campus.

5. Other Provisions and Concerns:
   a. The College does not require documentation, such as proof that the animal has been certified, trained or licensed as a service animal.
   b. Individuals who have concerns about the presence, behavior, health or handling of an animal should address them with the appropriate coordinating office (Executive Directors, Human Resources, Student Services).
   c. A service animal is an accommodation similar to a note taker or an interpreter. The College maintains confidentiality regarding approved accommodations, but may discuss the theory of accommodation with observers who have a concern.
   d. The College may take action if the Coordinating Office forms a reasonable belief that an individual has engaged in either of the following behaviors:
i. Misrepresentation that he or she is qualified to use a service animal,
   ii. Interference with the use of a service animal.

e. Training of Service Animals: Florida law allows animals on campus that are being trained to be service animals.
PART FOUR - BUSINESS OPERATIONS PROCEDURES
4.0 Account Code Structure

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ACCOUNT CODES</th>
<th>DEFINITION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL</td>
<td>605XX</td>
<td>The following accounts should be used to record the costs for transportation fare, rent-a-car charges, mileage, registration fees, communication fees, and per diem payments and related expenses of travel such as tolls, parking fees and taxi fare for persons authorized to travel at the college's expense. Authorized travelers may include college staff, students, prospective employees, official guests of the college, board members, advisory board members, etc. The account should be charged with expenses, in addition to travel, of authorized persons attending conferences and meetings.</td>
<td></td>
</tr>
<tr>
<td>60501</td>
<td>Travel-In-District</td>
<td>Charge this account with in-district travel expenses only. Include in this account travel in the Clay, Putnam, St. Johns Counties.</td>
<td>Excludes civic social clubs, meals and lodging which are not authorized for in-district travel and state taxes.</td>
</tr>
<tr>
<td>60502</td>
<td>Travel-Out-Of-District</td>
<td>Charge this account with travel expenses incurred out of the district, but within the State of Florida.</td>
<td>Exclude state taxes.</td>
</tr>
<tr>
<td>60503</td>
<td>Travel-Out-Of-State</td>
<td>Charge this account with travel expenses incurred out of the State of Florida, but within the United States.</td>
<td></td>
</tr>
<tr>
<td>60504</td>
<td>Travel-International</td>
<td>Charge this account with travel expenses incurred outside of the United States.</td>
<td></td>
</tr>
<tr>
<td>60505</td>
<td>Travel-Reimbursable</td>
<td>Charge this account with travel expenditures which are subject to subsequent reimbursement from outside the college.</td>
<td>An employee who officially represents the college which will be subsequently reimbursed to the college by a third party.</td>
</tr>
<tr>
<td>60506</td>
<td>Travel-Student</td>
<td>Charge this account with all student travel expenditures.</td>
<td></td>
</tr>
<tr>
<td>60507</td>
<td>Travel-Non-Employee</td>
<td>Charge this account with all travel expenditures for individuals representing the college on a non-employee basis.</td>
<td></td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
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</tr>
<tr>
<td>TRAVEL</td>
<td>60508</td>
<td>Charge this account with travel expenditures incurred by individuals invited by the college to interview for employment.</td>
<td>Requires President approval.</td>
</tr>
<tr>
<td></td>
<td>60509</td>
<td>Charge this account with travel expenditures incurred in relocating new employees to the college which are non-taxable.</td>
<td>Requires President approval.</td>
</tr>
<tr>
<td></td>
<td>60510</td>
<td>Charge this account with all other travel expenditures, not otherwise specified.</td>
<td></td>
</tr>
<tr>
<td>FREIGHT AND POSTAGE</td>
<td>61000</td>
<td>Cost of postage, postage meter rental, post office box rental, freight and express (when included on a separate invoice), delivery service and any other cost of transporting things.</td>
<td>Shipping and freight charges do not need to be charged to 61000 if it is part of an order except for the Bookstore. This includes restricted and plant funds.</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>61501</td>
<td>The following accounts should be used to record the costs of local and long distance telephone service, telephone installation and relocation charges and telegraph charges.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>61502</td>
<td>This account is used to record specifically the cost of local telephone/fax service.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>61503</td>
<td>This account is used to record specifically the cost of SUNCOM/WATS service.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>61504</td>
<td>This account is used to record specifically the cost of other communication services.</td>
<td></td>
</tr>
<tr>
<td>PRINTING</td>
<td>62001</td>
<td>The following accounts should be used to record the costs of contracted printing, mimeographing, Photostatting and blueprinting, photography and photocopying. DO NOT include the purchase of supplies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>62000</td>
<td>Charge to this account the expenditures incurred specifically for externally processed printing/duplicating.</td>
<td>Letterheads, printed envelopes, invitations, programs, posters, catalogs, schedules, business cards, name badges, tax forms, checks, classroom curriculum, etc.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Printing/Duplicating-College</td>
<td>62002</td>
<td>Charge to this account the expenditures incurred, specifically for internally processed printing/duplicating. This will be billed from the college’s publication department.</td>
<td>Letterheads, printed envelopes, invitations, programs, posters, catalogs, schedules, business cards, classroom curriculum, etc.</td>
</tr>
<tr>
<td>Binding</td>
<td>62003</td>
<td>Charge to this account the cost of binding printed materials.</td>
<td>Binding cost of policy manuals, state reports, and presentation. Library Department reference account code 73002.</td>
</tr>
<tr>
<td>REPAIRS AND MAINTENANCE</td>
<td>625XX</td>
<td>The following accounts should be used to record the costs of all repairs and maintenances performed OTHER than repairs performed by college personnel. Labor and materials that are provided by an outside contractor. This will include elevator maintenance, repairs to buildings, repairs to equipment and vehicles.</td>
<td></td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>62501</td>
<td>Charge to this account the cost of repairs and maintenance specifically for buildings. If equipment is permanently attached to a structure, include expense.</td>
<td>Pest control, interior and exterior building maintenance.</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>62502</td>
<td>Charge to this account the cost of repairs and maintenance specifically for furniture and equipment. Replacement parts must NOT upgrade the original purchase.</td>
<td>Labor and parts for HVAC, pumps, elevators, and motors that are not permanently attached to a structure. Auto claves, tools, sound equipment, drills repairs are made outside of a contractor service agreement. Trip charge for combination change on a safe. Printer repair and tuning of piano</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>62503</td>
<td>Charge to this account the cost of repairs, maintenance, labor and parts specifically for grounds.</td>
<td>Landscaping, sprinkler system, drainage, tree removal, parking lot repairs, resurfacing, re-stripping, and mowing, custom lawns</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>62505</td>
<td>Charge to this account repairs and maintenance not otherwise defined. Includes labor.</td>
<td>Automobiles, tractors, service carts, buses, trucks, vans, lawn mower repairs, towing, trailers, maintenance agreements, keys, oil changes and warranty agreements.</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>62506</td>
<td>Charge to this account the cost of IT or computer related technology repairs and maintenance (CONTRACTED service for software and hardware)</td>
<td>Software vendors. Include service agreements for the backbone/infrastructure and IP telephony.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>RENTALS</td>
<td>630XX</td>
<td>The rental or lease of buildings, equipment (other than postage meters and rent-a-car charges), films and filmstrips will be charged.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>63001</td>
<td>Rental-Facilities</td>
<td>Charge to this account the rental cost of buildings and other instructional facilities.</td>
</tr>
<tr>
<td></td>
<td>63002</td>
<td>Rental-Equipment</td>
<td>Charge to this account all equipment rentals.</td>
</tr>
<tr>
<td></td>
<td>63003</td>
<td>Rental-Films</td>
<td>Charge to this account all films and filmstrips rentals.</td>
</tr>
<tr>
<td></td>
<td>63004</td>
<td>Rental-Copy Machines</td>
<td>Charge this account specifically for the operating rental payment or rental of copy machines charges.</td>
</tr>
<tr>
<td></td>
<td>63005</td>
<td>Rental-Others</td>
<td>Charge to this account all other rentals not otherwise defined.</td>
</tr>
<tr>
<td></td>
<td>63007</td>
<td>Royalties</td>
<td>This account is used to record royalty costs.</td>
</tr>
<tr>
<td></td>
<td>63009</td>
<td>Equipment Leases-Operating</td>
<td>This account is used to record equipment leases in excess of twelve (12) months.</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>635XX</td>
<td>The following accounts should be used to record the costs of all insurance will be charged to the following accounts; includes workers compensation, fidelity, automotive, fire and boiler insurance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>63501</td>
<td>Insurance-Property</td>
<td>Specifically for property insurance. Payments for coverage primarily through the Florida College System Risk Management Consortium.</td>
</tr>
<tr>
<td></td>
<td>63502</td>
<td>Insurance-Workers Compensation</td>
<td>Specifically for workers compensation. Workers compensation payments for coverage through primarily Florida College System Risk Management Consortium (Florida Unemployment Compensation).</td>
</tr>
<tr>
<td></td>
<td>63503</td>
<td>Insurance-Student</td>
<td>Specifically for insurance purchased for students by the college. Student accident insurance premium payments primarily through the Florida College System Risk Management Consortium.</td>
</tr>
<tr>
<td></td>
<td>63505</td>
<td>Insurance-General Liability</td>
<td>Specifically for general liability insurance. Premiums paid for general liability insurance primarily through the Florida College System Risk Management Consortium, Board members’ bonds.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
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</tr>
<tr>
<td>UTILITIES</td>
<td>640XX</td>
<td>The following accounts should be used to record the costs of electricity, water, waste collection. Fuel oil and gas for heating, heat and air conditioning will be charged to the following accounts. (<em>Gas for use in laboratories should be charged to 655XX)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>64001</td>
<td>Heating Fuels</td>
<td>Specifically for heating fuel expenditures. [Do not include vehicles]</td>
</tr>
<tr>
<td></td>
<td>64002</td>
<td>Water and Sewer</td>
<td>Specifically for water and sewer expenditures.</td>
</tr>
<tr>
<td></td>
<td>64003</td>
<td>Electricity</td>
<td>Specifically for electricity expenditures.</td>
</tr>
<tr>
<td></td>
<td>64004</td>
<td>Garbage Collections</td>
<td>Specifically for garbage collection expenditures.</td>
</tr>
<tr>
<td></td>
<td>64005</td>
<td>Fuel-Vehicular</td>
<td>Specifically fuel for vehicles other than those used for travel purposes.</td>
</tr>
<tr>
<td></td>
<td>64006</td>
<td>Hazardous Waste Removal</td>
<td>Specifically for the removal of hazardous waste materials.</td>
</tr>
<tr>
<td>OTHER SERVICES</td>
<td>645XX</td>
<td>The following accounts are used to record the cost of services which are not otherwise classified. This would include technology services, advertising authorized by law, institutional membership fees, collection expense, credit service, clipping service, laundry and towel service.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>64501</td>
<td>Other Services</td>
<td>This account is used to record other services not otherwise defined by another account code. These services are NOT to include personnel costs, which should be recorded as part-time or regular part-time employees.</td>
</tr>
<tr>
<td></td>
<td>64502</td>
<td>Institutional Memberships</td>
<td>This account is used to cover the costs paid by the College for memberships in various organizations / institutional memberships. Personal memberships cannot be paid by the College.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
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<td>----------</td>
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</tr>
<tr>
<td>64504</td>
<td>Collection/Billing Service</td>
<td>Specifically for collection/billing service.</td>
<td></td>
</tr>
<tr>
<td>64505</td>
<td>Advertising (Required by Law)</td>
<td>Specifically for advertising required by law.</td>
<td>Board meeting notices, bids notices, etc.</td>
</tr>
<tr>
<td>64507</td>
<td>Contracted Instructional Service - State Fundable Enrollment</td>
<td>Specifically for contracted instructional services provided by an organization (not by an individual) which are reported as State Fundable.</td>
<td>Professional service contractors (organization) for instructional services</td>
</tr>
<tr>
<td>64508</td>
<td>Contracted Non-Instructional Services</td>
<td>Specifically for contracted clerical services, security services, custodial services, etc. Services provided by an organization, not by an individual.</td>
<td>Testing services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Professional service contractors (organization) for non-instructional services</td>
</tr>
<tr>
<td>64509</td>
<td>Other Services-Non-Contracted</td>
<td>Specifically for other non-contracted services.</td>
<td>HR background checks, fingerprinting, security guard licenses, newspaper schedule distributions, catering services, table cloths and laundry, Notary Public, and online courses, training, CPE’s, develop film</td>
</tr>
<tr>
<td>64510</td>
<td>Advertising (Not Required by Law)</td>
<td>Specifically for advertising not required by law.</td>
<td>Advertising job position announcements, yearbooks, other awareness advertising, promotional materials, etc.</td>
</tr>
<tr>
<td>64512</td>
<td>Tuition Reimbursement, Non-Taxable</td>
<td>Specifically for non-taxable tuition reimbursement.</td>
<td>HR DEPT USE ONLY. Employee educational reimbursement SPD tuition reimbursement</td>
</tr>
<tr>
<td>64514</td>
<td>Technology Service</td>
<td>Specifically for contracted services provided by an organization, not an individual. Includes outsourcing services.</td>
<td>Data Base Administration programming [RTS] and consortium contribution.</td>
</tr>
</tbody>
</table>

**PROFESSIONAL FEES 650XX**

The following accounts should be used to record costs of professional fees to include legal fees, auditing fees, medical fees, consultant fees, honoraria paid to speakers and any other payments of a professional nature other than payments to a person for conducting organized instructional activities. Payments to persons for instructional activities should be charged to the appropriate salary expense G/L code.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>65001</td>
<td>Consultants</td>
<td>Specifically for consultants.</td>
<td>Professional fees to include consulting fees.</td>
</tr>
<tr>
<td>65002</td>
<td>Honoraria Fees</td>
<td>Specifically for honoraria fees (non-federal funds).</td>
<td>Professional fees to include honoraria fees paid to guest speakers, graduation and ground-breaking ceremonies, etc.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>65003</td>
<td>Legal Fees</td>
<td>Specifically for legal fees.</td>
</tr>
<tr>
<td></td>
<td>65007</td>
<td>Other Professional Fees</td>
<td>For professional fees not otherwise defined. Professional fees to include other payment of a professional nature other than payments to persons for conducting organized instructional activities, such as band for frolic, volleyball, official bookkeeping agent, disc jockey, models, performers and INS Certification. Individual professional service contractors for instructional services.</td>
</tr>
<tr>
<td></td>
<td>65008</td>
<td>Accreditation Fees</td>
<td>For accreditation fees.</td>
</tr>
<tr>
<td></td>
<td>65009</td>
<td>Bank Service Fees</td>
<td>For bank service fees. Includes payments for credit card use, banking services, costs charged directly by the bank, etc.</td>
</tr>
<tr>
<td></td>
<td>65010</td>
<td>Performance Contract Commitments</td>
<td>THCA performance contract related expenses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATERIALS AND SUPPLIES</th>
<th>655XX</th>
<th>A materials or supply is any article which meets any one or more of the following conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. It is consumed in use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. It loses its original shape or appearance with use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. It is expendable, that is, if it is usually more feasible to replace it with a new unit rather than repair it when it is damaged or some of its parts are lost or worn out.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. It is an inexpensive item whose small unit cost makes it inadvisable to capitalize, even if it has characteristics of equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. It loses its identity through incorporation into a different or more complex unit or substance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. The following expenditure categories may be prohibited by statute, regulation or rule: food and food products for employee use, gifts, and personal items.</td>
</tr>
</tbody>
</table>

The following accounts should be charged for costs including classroom materials such as workbooks, music supplies, physical education supplies and art materials. Parts, metal shocks, welding rods, wood, gas, oil, electrical supplies, small tools used in occupational courses and laboratory supplies such as chemicals, test tubes and breakers should be included. Also included are audio-visual materials such as records, tapes, overlays and slides.

Stationery and general office supplies such as paper, pads, staples, paper clips, ribbons, pencils, file folders, calendars, printed forms should also be charged to the following accounts.

<table>
<thead>
<tr>
<th>EDUCATION AND OFFICE MATERIALS AND SUPPLIES</th>
<th>65501</th>
<th>Educational Materials and Supplies</th>
<th>Specifically for instructional use. photocopy paper and supplies are charged to this account, departmental reference materials, tassels, caps, gowns, printer cartridge, toner, portable storage container, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>65502</td>
<td>Office Materials and Supplies</td>
<td>Specifically for non-instructional use. Reference descriptions above</td>
</tr>
</tbody>
</table>

212
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ACCOUNT CODE</th>
<th>DEFINITION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>65503</td>
<td>Diplomas and Covers</td>
<td>Specifically for the cost of diplomas and covers.</td>
<td></td>
</tr>
<tr>
<td>DATA SOFTWARE, NON-CAPITALIZED</td>
<td>657XX</td>
<td>This account is used to record the cost of software purchased for data systems, information systems, computer systems, word processing systems and other systems requiring operating software and documentation. These data software are not to be capitalized.</td>
<td></td>
</tr>
<tr>
<td>65701</td>
<td>Data Software - Educational, Non-Capitalized</td>
<td>Specifically for <em>instructional</em> use and having an immaterial value or limited useful life.</td>
<td>Computer upgrades, computer software and graphic design, and a portion of firewalls software.</td>
</tr>
<tr>
<td>65702</td>
<td>Data Software - Administrative, Non-Capitalized</td>
<td>Specifically for administrative use / <em>non-instructional</em> use and having an immaterial value or limited useful life.</td>
<td>Firewalls, chart release.</td>
</tr>
<tr>
<td>MAINTENANCE AND CONSTRUCTION MATERIALS AND SUPPLIES</td>
<td>660XX</td>
<td>The following accounts should be used to record the cost of all materials and supplies used by personnel of the college to construct, repair or maintain buildings and equipment. Items would be lumber and wood products, nails, paint, floor coverings, electrical materials and supplies, plumbing materials and supplies, masonry products, asphalt and gravel, light bulbs, fuses, fire extinguisher refills, etc. It also includes tools normally used by carpenters, painters, electricians, plumbers, metal workers, masons and mechanics. Sets of tools as well as individual tools maybe charged here.</td>
<td></td>
</tr>
<tr>
<td>66001</td>
<td>Maintenance Materials and Supplies</td>
<td>Specifically for non-capitalized maintenance materials and supplies. Parts for repairs and maintenance of equipment by College personnel that does not include labor. <em>Includes replacement parts which does not upgrade original purchases. Does not include labor charge.</em></td>
<td>Use this account for replacing faucets, washer kits, valves, ballasts, light bulbs, receptacles, circuit breakers, fuses, door locks, door hinges, door closure, pumps, motors, air filters, water filters, fire extinguishers, ceiling tiles and batting cage parts.</td>
</tr>
<tr>
<td>66002</td>
<td>Janitorial Materials and Supplies</td>
<td>Specifically for janitorial materials and supplies.</td>
<td>Includes mops, brooms, pails, cleaning supplies, paper products, wax, wax stripper and other chemicals, etc.</td>
</tr>
<tr>
<td>66003</td>
<td>Automotive Materials and Supplies</td>
<td>Specifically for automotive materials and supplies consumed in servicing college operated vehicle.</td>
<td>Includes oil, grease, fluids, tires, batteries, seat covers, gas, hoses, washer fluid, antifreeze, wax, cleaning and protection products, pinstriping and cargo covers.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ground Materials and Supplies</td>
<td>66004</td>
<td>Specifically for grounds materials and supplies.</td>
<td>Seeds, potted plants, shrubbery, fertilizer, garden hoses and clay, etc.</td>
</tr>
<tr>
<td>Construction Material and Supplies</td>
<td>66005</td>
<td>Specifically for construction materials and supplies. Do NOT use this object code when a specific construction project is identified. Account code 750XX should be used to identify the construction project for subsequent capitalization.</td>
<td>Lumber, wood, nails, masonry products, paint, floor coverings, premix concrete, concrete, paver bricks, mortar and stucco.</td>
</tr>
<tr>
<td>Athletic Materials and Supplies</td>
<td>66501</td>
<td>Specifically for athletic materials and supplies with the exception of athletic uniforms.</td>
<td>Bats, balls, nets, and lockers, etc. specifically used by sport teams.</td>
</tr>
<tr>
<td>Athletic Uniforms</td>
<td>66502</td>
<td>Specifically for athletic uniforms having limited useful life.</td>
<td>White t-shirts, collared golf shirts with college emblems, jerseys, practice shorts and shoes.</td>
</tr>
<tr>
<td>Food and Food Products</td>
<td>66503</td>
<td>This account is used to record the purchase of food and food products allowable by state and local rules and regulations.</td>
<td>USE RESTRICTED TO President’s / VP’s Hospitality accounts, student activities and certain grants. Summer youth programs, which includes food cost, SGA sponsored food items, such as awards, food ceremony (catering services), hospitality - food expenses, etc.</td>
</tr>
<tr>
<td>Materials and Supplies - Other</td>
<td>66504</td>
<td>Specifically for materials and supplies not otherwise classified.</td>
<td>printed T-shirts, posters, chalk, zip ties, field paint and field hose, dust and materials for Spring Fling, kitchen supplies, miscellaneous prizes (must be small and non-cash prizes), flowers, US flags, propane, recognition awards and decorations, student activities supplies, etc.</td>
</tr>
<tr>
<td>Departmental Uniforms</td>
<td>66505</td>
<td>Specifically for departmental uniforms having limited useful life.</td>
<td>Maintenance and security departments, including THCA/FloArts user uniforms and costumes including accessories such as duffle bags with logo and alterations</td>
</tr>
<tr>
<td>Minor Equipment</td>
<td>66506</td>
<td>Specifically for minor equipment as defined by Statute or Board policy. Minor equipment under $200.</td>
<td>Includes file cabinets, billiard equipment, bridges head, ping-pong, etc.</td>
</tr>
<tr>
<td>Subscriptions, Periodicals, &amp; Video Disks</td>
<td>670XX</td>
<td>The following accounts should be used to record the cost of expendable subscriptions, periodicals, books, e-resources, and video disks - when PURCHASED FOR THE LIBRARY.</td>
<td></td>
</tr>
<tr>
<td>Subscriptions</td>
<td>67001</td>
<td>The cost of subscriptions should be charged to this account.</td>
<td>Magazines and newspaper subscriptions.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>67002</td>
<td>Periodicals</td>
<td>The cost of subscriptions, periodicals and video disks should be charged to this account when purchased for the library.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The cost of periodicals and video discs purchased by libraries will NOT be capitalized UNLESS they are bound.</td>
</tr>
<tr>
<td></td>
<td>67003</td>
<td>Books</td>
<td>Specifically for library books</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bound monographs</td>
</tr>
<tr>
<td>PURCHASE FOR RESALE</td>
<td>675XX</td>
<td>The following accounts should be used to record costs of any items which are purchased for resale to individuals, organizations or other organizational units of the college. Normally these accounts are limited to auxiliary enterprises or service departments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>67501</td>
<td>New Books - Resale</td>
<td>Specifically for new books for resale.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For internal account use only.</td>
</tr>
<tr>
<td></td>
<td>67502</td>
<td>Used Books - Resale</td>
<td>Specifically for used books for resale.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For internal account use only.</td>
</tr>
<tr>
<td></td>
<td>67504</td>
<td>Supplies - Resale</td>
<td>Specifically for supplies for resale.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For internal account use only.</td>
</tr>
<tr>
<td></td>
<td>67506</td>
<td>Other Items - Resale</td>
<td>Specifically for other items purchased for resale not otherwise classified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For internal account use only.</td>
</tr>
<tr>
<td>SCHOLARSHIPS AND WAIVERS</td>
<td>680XX</td>
<td>The following accounts should be used for all scholarship payments to students. Do not include payments to students for loans or for services rendered. Do not include awards to the student when the donor reserves the right to designate the person to receive the award. Under certain conditions, a student’s fees may be waived. All student fees should be reported as income, however, even though they may not be collected. When fees are waived, the proper income account(s) should be credited and this account should be debited, thus reflecting the gross income and the expense to the college.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>68001</td>
<td>Scholarships</td>
<td>Specifically for student scholarships.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For internal account use only. (Financial Aid) Scholarship disbursement and FAS tuition &amp; fees.</td>
</tr>
<tr>
<td></td>
<td>68003</td>
<td>Textbooks, Materials &amp; Supplies Scholarships</td>
<td>Specifically for student textbooks, materials and supplies scholarships</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For internal account use only. (Financial Aid)</td>
</tr>
<tr>
<td></td>
<td>69507</td>
<td>Promotions and Public Relations-Restricted</td>
<td>Includes, though not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers and other development activities and hospitality expenses. CHARGE THIS ACCOUNT FOR FOOD AND FOOD PRODUCTS SERVED AT THESE ACTIVITIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Restricted to the President &amp; VP’s hospitality account use only.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>ACCOUNT CODE</td>
<td>DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>69508</td>
<td>Other Expense</td>
<td>Requires Business Office use approval.</td>
</tr>
<tr>
<td>MINOR EQUIPMENT</td>
<td>70500</td>
<td>Minor Equipment-Non Capitalized-Less than $1,000</td>
<td>For clarification contact the Purchasing Department.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charge to this account all equipment purchases which are less than $1000 and do not meet the college's criteria for capitalizing. Requires quote. Greater than $200, no more than $1,000 - per unit price. Purchases under $200 reference account code 66506.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70600</td>
<td>Minor Equipment-Non Capitalized-Greater than $1000 but less than $5,000</td>
<td>For clarification contact the Purchasing Department.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charge to this account all equipment purchases which are greater than $1000 but less than $5000 - per unit price - and do not meet the college's criteria for capitalizing. Requires quote. This will include all educational and classroom equipment, office furniture and equipment, maintenance equipment, tractors, vehicles, etc. Freight and installation must be included in the cost determination.</td>
<td></td>
</tr>
<tr>
<td>FURNITURE AND EQUIPMENT</td>
<td>71000</td>
<td>Furniture and Equipment-Greater than or equal to $5,000.00</td>
<td>For clarification contact the Purchasing Department.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This account is used for all furniture and equipment purchases greater than or equal to $5,000 which are to be capitalized. This will include all educational and classroom equipment, office furniture and equipment, maintenance equipment, tractors, etc. Freight and installation must be included in the cost determination.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71021</td>
<td>Vehicles 5-Year Asset Class - greater than or equal to $5,000.00</td>
<td>For clarification contact the Purchasing Department.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These accounts have been established to provide a control balance for vehicles</td>
<td></td>
</tr>
</tbody>
</table>
4.1 Competitive Solicitation
The purpose of this procedure is to establish definitions, thresholds and guidelines for competitive solicitations of purchases not exempt by law.

SECTION 1: DEFINITIONS

1. **Competitive Solicitation:** Seeking the best price available (obtaining quotes) for a product or service from multiple vendors and documenting that process.

2. **Exempt Purchase:** Purchase of services or commodities listed below are exempt from competitive solicitation comparisons in accordance with FAC 6-A-14.0734:

   (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.

   (b) Library books, reference books, periodicals, and other library materials and supplies.

   (c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives. This includes state, county, school board and municipal contracts.

   (d) Food

   (e) Services or commodities available only from a single or sole source.

   (f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants. This exemption does not include architects, engineers and landscape architects as provided in section 287.055 F.S.

   (g) Information technology resources defined as all forms of technology used to create, process, store, transmit exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college’s information technology plan.
(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.

(i) Items for resale.

SECTION 2: OVERVIEW AND GUIDELINES

Except as noted in Item Two (2) above, competitive solicitations will be obtained prior to issuing a requisition for a purchase order in accordance with the guidelines and procedures in this section.

1. The following thresholds apply unless otherwise directed by the funding source. For Federal Grant procurement thresholds see 4.1.1 below; For grant related solicitations, contact Purchasing for guidance:

<table>
<thead>
<tr>
<th>TOTAL PURCHASE PRICE</th>
<th>MINIMUM REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 to $5,000.00</td>
<td>No formal quote or competition is required. The requesting department shall identify the best value for the required commodity or service. Note, a statement of work must be provided if services are requested. Good judgment shall be exercised that no purchase is made at an unreasonable price.</td>
</tr>
<tr>
<td>$5,000.01 to $10,000.00</td>
<td>A minimum of two (2) written or documented telephone (verbal) solicitations to be submitted to Purchasing at requisition entry.</td>
</tr>
<tr>
<td>$10,000.01 to Category 3, 287.017 F.S.</td>
<td>(Category 3 is currently $65,000) A minimum of three (3) written solicitations to be submitted to Purchasing at requisition entry.</td>
</tr>
<tr>
<td>Category 3 to Category 5, 287.017 F.S.</td>
<td>(Category 5 is currently $325,000) Formal Bid or RFP issued by Purchasing and approved by the President.</td>
</tr>
<tr>
<td>Category 5 unlimited</td>
<td>Formal Bid or RFP issued by Purchasing and approved by the District Board of Trustees.</td>
</tr>
</tbody>
</table>

2. Prior to engaging a vendor to provide goods or services to the college departments are responsible for initiating a purchase requisition and allowing adequate time for such requisition to flow through the approval and purchase order process. Requisitions are required for the purchase of commodities and/or services unless waived by the Purchasing Coordinator.
or the Vice President for Finance and Administration/CFO. This includes (credit) card purchases. Purchase Orders are issued and transmitted by the Purchasing Department unless alternate arrangements are approved by the Purchasing Coordinator on a case-by-case basis. The Purchase Order information should always be provided to the vendor as it serves as the College’s official contract authorizing the purchase.

3. Purchases requiring multiple competitive solicitations (quotes) should be documented using the Price Comparison Documentation Form available on the Business Office web page, and the form should be submitted to the Business Office at the time of requisition entry.

4. Splitting purchases among requisitions to avoid competitive solicitation is prohibited.

5. Only the Board, President or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees or public safety, or in cases of an unexpected circumstance.

6. Requirements for exempt purchases:
   a. The requisition should cite the reason for the exemption as listed in Section 1, Item 2 above, in the text of the requisition.
   b. If the exemption in Section 1, Item 2(c) is applicable, the name of the contract and the contract identification number should be included in the requisition. Additionally, if other than State of Florida contracts are cited for the exemption, copies of the publicly solicited award and copies of any resultant contract or purchase order must be submitted to the Purchasing Coordinator or the Director of Capital Contract Management to be reviewed for acceptance prior to requisition entry.
4.1.1 Additional Procurement Procedures for Purchases from Federal Grants

The purpose of this procedure is to establish guidance in addition to SJR State Procedure 4.1, Competitive Solicitation, for procurements made from federally funded grants and contracts in order to ensure compliance with the Federal Uniform Guidance.

SECTION 1: OVERVIEW AND GUIDELINES

1. The Federal Uniform Guidance prescribes methodologies for procuring property and services based on dollar thresholds. These are summarized in the following chart.

<table>
<thead>
<tr>
<th>Dollar Threshold</th>
<th>Prescribed Methodologies for Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $3,000.00</td>
<td>Micro-Purchase Method - This method may be used to obtain supplies and services that are valued at less than $3,000.00 without quotes or formal solicitation. While quotes are not required all documentation received relevant to a purchase should be retained for accounting purposes. Purchases under this methodology should be reasonably priced and equitably distributed to available vendors.</td>
</tr>
<tr>
<td>$3,000.00 - $149,999.99</td>
<td>Small Purchase Method - When using this method, non-federal entities must obtain price and rate quotations from an adequate number of qualified sources before awarding a contract and follow institutional purchasing rules and regulations</td>
</tr>
<tr>
<td>&gt;$149,999.99</td>
<td>Sealed Bids - Preferred method of awarding contracts.</td>
</tr>
<tr>
<td></td>
<td>Competitive Proposals - This method is used when conditions are not appropriate for sealed bids.</td>
</tr>
<tr>
<td></td>
<td>Noncompetitive (Sole Source Proposals) - Solicitation of a proposal from only one source may only be used when one or more of the following circumstances apply:</td>
</tr>
<tr>
<td></td>
<td>1. The item is only available from a single source.</td>
</tr>
<tr>
<td></td>
<td>2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.</td>
</tr>
<tr>
<td></td>
<td>3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request.</td>
</tr>
<tr>
<td></td>
<td>4. After solicitation of a number of sources, competition is determined inadequate.</td>
</tr>
</tbody>
</table>

2. How to integrate Federal Uniform Guidance and SJR State purchasing procedures
   a. All purchases will adhere to SJR State Procedure 4.1 except when Federal procedures conflict and then the federal provisions will override college procedure. Federal procedures will apply to purchases made from Federal sources.
   b. The chart below presents a summary for how SJR State and Federal procedure will work together.
<table>
<thead>
<tr>
<th>Dollar Threshold</th>
<th>SJR State College Procedure 4.1</th>
<th>Federal Uniform Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$3,000.00</td>
<td>No formal quote or competition is required. The requesting department shall identify the best value for the required commodity or service. Good judgment shall be exercised that no purchase is made at an unreasonable price.</td>
<td>No formal quote or competition is required. The requesting department shall identify the best value for the required commodity or service. Good judgment shall be exercised that no purchase is made at an unreasonable price.</td>
</tr>
<tr>
<td>$3,000.00 - $5,000.00</td>
<td>No formal quote or competition is required. The requesting department shall identify the best value for the required commodity or service. Good judgment shall be exercised that no purchase is made at an unreasonable price.</td>
<td>A minimum of two (2) written or documented telephone (verbal) solicitations to be submitted to Purchasing at requisition entry.</td>
</tr>
<tr>
<td>$5,000.01 - $10,000.00</td>
<td>A minimum of two (2) written or documented telephone (verbal) solicitations to be submitted to Purchasing at requisition entry, unless exempt by State law FAC 6-A-14.0734</td>
<td>A minimum of two (2) written or documented telephone (verbal) solicitations to be submitted to Purchasing at requisition entry.</td>
</tr>
<tr>
<td>$10,000.01 - Category 3, 287.017 F.S.</td>
<td>A minimum of three (3) written solicitations to be submitted to Purchasing at requisition entry, unless exempt by State law FAC 6-A-14.0734</td>
<td>A minimum of three (3) written solicitations to be submitted to Purchasing at requisition entry.</td>
</tr>
<tr>
<td>Category 3 - Category 5, 287.017 F.S.</td>
<td>Formal Bid or RFP issued by Purchasing and approved by the President, unless exempt by State law FAC 6-A-14.0734</td>
<td>Formal Bid or RFP issued by Purchasing and approved by the President.</td>
</tr>
<tr>
<td>&gt; Category 5, 287.017 F.S.</td>
<td>Formal Bid or RFP issued by Purchasing and approved by the District Board of Trustees, unless exempt by State law FAC 6-A-14.0734</td>
<td>Formal Bid or RFP issued by Purchasing and approved by the District Board of Trustees.</td>
</tr>
</tbody>
</table>

*Category 3, 287.017 F.S. is currently set at $65,000.00  
**Category 5, 287.017 F.S. is currently set at $325,000.00

4.2 Sole Source/Single Source Purchases

The purpose of this procedure is to define the criteria and process for designating a particular purchase as a sole source or a single source purchase and thereby is exempt from “competitive solicitation for purchases” procedure #4.1. The purpose of this procedure is to:

1. Purchase of goods or services is permissible for items meeting the criteria defined below.

2. The Organization Budget Manager will document these purchases by completing a “Sole Source/Single Source Purchase Data Sheet.”

3. When completed, the data sheet will be submitted to the Purchasing Coordinator for review and approval or disapproval. If approved, the Data Sheet will be forwarded to the Vice President for Finance and Administration/CFO. If not approved, the Data Sheet will be returned to the originator with an explanation as to why the request was not approved.

4. The Vice President for Finance and Administration/CFO will review the Data Sheet and approve or disapprove. If disapproved, an explanation will be given to the Purchasing Coordinator and the Organizational Budget Manager.

Definition(s)

1. **Sole Source**: This refers to the purchases of equipment and other commodities and services that are unique and available from only one source. The commodity may be identified by a brand, model, catalog number or similar identification for which no substitute is acceptable in these circumstances.
   
   Examples include
   
   (a) Technology equipment for which proprietary software is used,
   
   (b) Licensed or patented goods or services,
   
   (c) Goods and services that meet a specialized need not otherwise available

2. **Single Source**: This refers to the purchase of equipment and other commodities and services which may be available from multiple sources; however, it is in the college’s best interest to purchase the item from a single source.

   Examples include
   
   (a) Items that are compatible with existing equipment, inventory, systems, programs, or services,
(b) When documented solicitation results in only one vendor,
(c) Warranty and maintenance service provided by the manufacture,
(d) Goods or services designated by the Board of Trustees as single source.
4.3 Petty Cash & Reimbursements

Repealed August, 2015.
4.4 PCard Procedures

The purpose of this procedure is to accomplish the following:
1. Establish a process for authorization, changing and terminating PCards (purchasing cards). It designates the VP for Finance and Administration/ CFO as the approval agent for the college;
2. Assign specific duties, responsibilities and consequences for PCard Holders and their supervisors;
3. Require that PCard transactions be processed in a timely manner by the PCard Holder and the Organizational Budget Manager, and establish monthly timelines and due dates for information submission;
4. Detail what IS and what IS NOT authorized for purchase by PCard;
5. Establish the standard transaction and monthly limits and prescribe procedures by which limits may be temporarily modified.

SJR STATE implemented the PCard program to serve as an alternate and more efficient method for purchasing small dollar goods and services, including authorized travel expenses. The PCard allows most individuals to make a single transaction up to and including $499.99, unless otherwise approved by the PCard Administrator or the designate. This amount includes the total cost of the transaction and any associated shipping and handling costs. Single transaction limits and total monthly transaction limits are set when the P-card is assigned. Do not split any purchase that is over the single transaction limit into multiple card transactions. If the purchase will exceed the single transaction limit, then the normal purchase order procedure must be followed. Online requisitions are required for all PCard transactions. When completing a requisition for a PCard purchase, the first words in the requisition description will be —PCard followed by the name of the PCard Holder (example —PCard-Jones).

A. Request for PCard Issuance

Request for PCard issuance must be submitted via the PCard Application Form to the Organizational Budget Manger who will recommend single transaction and maximum monthly dollar limits. The Organizational Budget Manager will submit the PCard Application Form to the President or appropriate Vice President for approval. The approved form will then be forwarded to the PCard Administrator who will have final authority to approve or disapprove the request and set transaction limits.
B. Request for PCard Changes
All requests for name changes, dollar limit modifications and cancellation or replacement of authorized PCards must be submitted via an e-mail to the Business Office. Requests will be reviewed and approved, as appropriate, by the PCard Administrator or the designate.

C. Request for PCard Cancellation or Replacement
Any Cancellation must be accompanied by the PCard, which must be cut in half and sent “Confidential” to the PCard Coordinator. A lost or stolen card must first be reported to Bank of America via their 24-hour telephone number (1-888-449-2273) and the PCard Administrator by email or telephone. In order to issue a new card, a new PCard Application Form is required with the same approval process as the original PCard. If the college is notified by the PCard provider that a PCard has been compromised, through no fault of the PCard holder, the card will be cancelled and replaced. The PCard holder will be notified by the PCard Coordinator of the situation. Upon notification, the PCard holder must cut the card in half and send it marked “Confidential” to the PCard Coordinator. A new application for the PCard is not required, but all other requirements for the PCard issuance are required.

D. Employee Agreement
Any College employee authorized and approved to use the PCard shall be required to sign and date the PCard Holder Agreement Form. This agreement informs the employee of their responsibilities in the use and safeguarding of the PCard as well as the consequences if the employee is found to have misused the PCard, or failed to comply with the terms and conditions required of the PCard Holder.

E. Authorized Purchases
The following list of purchases serves as a general guideline and is not intended to include every conceivable purchase. The PCards can have more restrictions placed on them than have been enumerated on the following list:

**CAN DO**
- Approved Travel/Lodging—see procedure #4.5
- Office and Educational supplies, if unavailable through the purchase order process
- United States Postal Service
- Purchase items by phone, internet or fax
- Magazine subscriptions
- Lawn care supplies
- Adhesives/tapes/abrasives
- Building/maintenance/repair supplies
- Automotive parts/repairs/oil changes
- Paint/lumber/hardware
- Food products for student activity events
- Food products for other authorized meetings—with prior approval from the Vice President of Finance and Administration/CFO or designate,

**CANNOT DO**
- Personal purchases
- Entertainment
- Liquor/beer/wine
- Cigarettes
- Gasoline/diesel fuels*
- Cash advances
- Organizational Unit social function
- Tips/Gratuitues above typical amounts**
- Basic Copy Paper (except emergency needs)
- Taxes***
- Decorations for the office
- Office furniture, computer, fax, Direct TV projectors, printers, cameras
- Institutional Dues

* Gasoline/diesel may be purchased for rental cars and when a gas station accepting the provided college gas card is not available. Gas purchases while driving college cars should be made with college gas cards whenever possible in order to save taxes paid on gas products.
** Tips and gratuities can be paid up to the standard acceptable rates (i.e., 15% - 20% for meals) when an activity has been approved for PCard purchase. Common examples would include athletic team meals and student activity function meals. The VP approval of a PCard requisition indicates express approval of the event in question as well as any tip up to the commonly recognized percentage. Tips in excess of commonly recognized amounts are not allowed.

PCards can be used to purchase items for agency (non-college) funds. Such purchases may be outside the normal PCard restriction, as long as the appropriate staff member in charge of the agency fund has approved the purchase, funds are on hand or are readily available, and the PCard office has been notified. The staff member in charge of the agency fund may be held responsible for the cost of the purchase if the college does not receive sufficient funds to cover the purchase.

Exceptions to the authorized purchases list must be approved by the PCard Administrator or the designate.

NOTE: Should there be any doubts as to what can and cannot be purchased, contact the Purchasing Coordinator or the Vice President for Finance and Administration/CFO.

PCARD HOLDER RESPONSIBILITIES:

A. The PCard Holder is responsible for the following:
1. Checking to ensure adequate budget appropriations exist before incurring any transactions;
2. Ensuring that the PCard Holder is the sole user of the PCard;
3. Buying from Minority owned businesses whenever possible with a competitive price;
4. Using the PCard strictly according to the procedures set forth in this procedure
5. Safeguarding the PCard at all times while in the PCard Holder’s possession;
6. Promptly notifying the Organizational Budget Manager, immediate supervisor, and the PCard Administrator when the PCard has been lost or stolen;
7. Restricting purchases to those authorized for college related purposes;
8. Surrendering the PCard upon request or order of the Organizational Budget Manager or PCard Administrator;
9. Keeping all transaction documents (i.e., charge tickets, credit slips, invoices, etc.) to permit proper reconciliation of the monthly statement, and immediately preparing a requisition for approval of the purchase, then submitting documents with a requisition number to Accounts Payable in the Business Office. Timeliness of the requisition, to ensure that adequate funds are available, is critical.
10. Notifying the PCard Administrator and respective Organizational Budget Manager of any problems (i.e., PCard denial, sales tax exemption etc.) experienced when using the PCard;
11. Ensuring that the vendor provides a transaction document or confirmation number when transactions are completed by phone, internet, mail or fax;
12. Notifying the PCard Administrator and respective Organizational Budget Manager promptly of any purchase mistake made contrary to these procedures (i.e., personal charges);
13. Accepting only a credit on the PCard whenever an item has been returned to a vendor. However, if the vendor cannot issue a credit to the PCard, then notify the PCard
Administrator before going further with the vendor. Under no circumstances is the PCard Holder to receive cash;

14. When placing a telephone or internet order:

   a. Before ordering over the internet, verify that the website is secure for VISA card processing. By looking to see that the HTTPS appears within the address for security verification. If you are not familiar with the vendor, use caution when ordering. If you are not sure how to verify a secure website, contact the SJR STATE helpdesk for assistance at extension 4142;

   b. Provide the last four (4) digits of the PCard if a purchase order number is requested by the vendor. This does not preclude the requirement for a requisition or a quote if applicable;

   c. Provide the vendor with the exact shipping instructions to ship to the Campus Central Receiving Area;

   d. Have the vendor clearly label all documentation resulting from a PCard Transaction as such;

   e. Ask the vendor to send any sales receipt or invoice directly to the PCard Holder rather than the Business Office. This will avoid the possibility of having the same invoice paid twice. Please note that all non-PCard invoices should be forwarded to Accounts Payable in the Business Office;

   f. Ask the vendor to include in the delivery package a sales receipt or invoice, and the PCard charge slip;

   g. If the vendor will not include the name of the PCard Holder in the shipping information, the PCard Holder should contact their campus receiving department via email or phone and notify them of a pending delivery to Campus Central Receiving.

B. Reconciliation of PCard Statements and Receipts:

1. Charge documents are sent by the PCard Holder at least on or before the 5th day of each month to Accounts Payable. It is the responsibility of the PCard Holder to ensure that all documents are submitted to Accounts Payable if they are absent from work for any reason during this period. If receipts are lost or are unable to be obtained, the PCard Holder should complete the Missing Receipt Form, have it signed by their Organizational Budget Manager, complete a requisition, and submit all to Accounts Payable.

2. If any documents are missing when Accounts Payable reconciles the P-Card statements, the P-card holder and/or the department-person responsible for preparing requisitions will be notified.

C. Resolving Billing Problems:

1. The PCard Holder is responsible for resolving any disputes or outstanding issues, clearing erroneous charges, and requesting credit for taxes charged or returned merchandise directly with the vendor. Accounts Payable cannot inquire about a p-card holder’s account. The only person authorized to resolve issues is the p-card holder.
2. If a vendor issues a credit to the College for a returned item, the **PCard Holder** is responsible for ensuring that proper credit is given on the subsequent monthly billing statement;
3 The **PCard Holder** should not delay processing the payment because of credits or disputes. All charges must be paid, including disputed charges in anticipation of a refund.

**D. Return of Merchandise:**

a. The **PCard Holder** is responsible for contacting the vendor and obtaining a Returned Merchandise Authorization Number (RMA) and for following the supplier’s return policy;
b. All returned items should be sent to the **PCard Holder’s** campus central receiving for shipment to the supplier;
c. The **PCard Holder** is responsible for keeping a record of the return until the account is credited. Included should be the date of the original transaction, item ordered, quantity ordered, quantity received, date of the credit/replacement transaction, quantity to be returned, the disposition (replacement requested or credit requested), reason for return, **PCard Holder’s** name, Fund, Organization Unit Number and Account Code. This is required for dispute resolution;
d. A copy of the information obtained in the #3 above should be forwarded along with the items(s) to your Campus Central Receiving department, who will obtain a signature of the carrier’s truck driver picking up the item(s);
e. It is the **PCard Holder’s** responsibility to ensure that the credit appears on the next statement;
f. Under no circumstances is the **PCard Holder** to receive a cash refund.

**E. Personal PCard Expenses charged in ERROR:**

1. The **PCard** is to be used solely for authorized college purchases. Personal usage is not allowed.
2. If the **PCard** is erroneously used to make a personal purchase, notify the **PCard Administrator** immediately. Note **—personal charge** next to the transaction on the document, reimburse the College by making a personal check or money order payable to SJR STATE, including the Fund, Organizational Unit and Account code, then send to the Business Office. Then process a requisition for this purchase.

**F. Sales Tax:**

The College is exempt from paying local, county and Florida state sales tax. The Tax Exemption Certificate, available by request from the Business Office, from the Florida Tax Commission, should be provided to the vendor whenever transactions are made. If a vendor is reluctant to accept the College's tax-exempt status, please notify the Purchasing Coordinator as soon as possible and find another vendor for your order.

The PCard holder should make a diligent effort to utilize the college’s tax exempt status within the State of Florida. Purchases from organizations that do not have a process to recognize tax exempt status (i.e., online sales) and purchases outside the State of Florida may include sales tax if (a) the exemption is not available, (b) the purchase price with tax is less than can be reasonably obtained elsewhere, (c) if the time necessary to obtain the tax exemption prohibits the college
from receiving benefit of the purchase in a timely manner, or (d) obtaining the tax exemption would require more staff time than would be worthwhile to the college. Exceptions to the tax exempt purchase requirement should be relatively infrequent. Continual purchases which include sales tax, without a valid reason, may result in loss of PCard privileges.

G. Program Noncompliance:

Any noncompliance with the procedures or employee agreements may result in an action from the PCard Administrator such as:
  a. Canceling the PCard of the holder;
  b. Canceling the Organizational Units participation in the program;
  c. Recommending disciplinary action to include criminal charges, if appropriate.

H. Emergency Overrides:

The PCard Administrator, or the designate, may contact the PCard provider to request a temporary lift to an individual purchase or monthly total dollar limit when a PCard Holder has to make a purchase which exceeds the card limits. Justification will be necessary to request the override.

ORGANIZATIONAL BUDGET MANAGER RESPONSIBILITIES:

The Organizational Budget Manager is responsible for the following:
1. Assuming overall responsibility for designated employee’s use of the PCard;
2. Authorizing an employee to be issued a PCard and ensuring that the employee is personally informed of all terms and conditions imposed with the privilege of using a PCard, including dollar limitation and restrictions placed on the PCard;
3. Requiring PCard Holders to adhere to all program procedures and revisions thereto.

TIMELINES FOR SUBMISSION OF PCard PURCHASE RECEIPTS FOR PAYMENT:
The PCard statement arrives in the Business Office about the 8th of each month. This statement includes charges for the previous month—approximately from the 5th of the previous month through the 4th of the current month. Therefore, all receipts, with requisition numbers, must be in the Business Office at least by the 5th of the current month.

Definition(s):
The following terms used in this procedure have the meaning as defined:
1. PCard Administrator – The Vice President for Finance and Administration/CFO is charged with the responsibility and given the authority to oversee and regulate the PCard Program;
2. PCard Coordinator – The individual in the Business Office (Accounting Clerk III) who administers the PCard holder profile for issuing, terminating and training;
3. PCard Holder – A full-time College employee who has been authorized and approved to use the PCard;
4. Criteria for PCard authorization will include:
   A. Full-time or part-time college staff specifically approved by the President or designee;
   B. Full-time college staff responsible for coordination or processing purchases for large individual organizational units or multiple organizational units (i.e., physical plant, instruction, libraries, workforce, administrative support, etc.) requiring purchases of high volume, low per
unit cost on a routine basis, and/or emergency items needed to support their assigned Organizational Budget Manager;

5. **Organizational Budget Manager** – The employee responsible for the budget availability and accountability for a particular fund and organizational unit;

6. **PCard** – A commercial credit card, currently issued by the Bank of America, with restricted dollar amount limitations;

7. **Transaction** – A purchase made by means of a **PCard**;

8. **Transaction Document** – A sales or charge ticket/slip, sales invoice, credit memo/slip, cash register receipt, order form, internet order confirmation, etc.
4.5 Travel Authorization & Reimbursement Procedures

Purpose:
To establish definitions, procedures and forms related to authorized travel for official or professional College business on behalf of St. Johns River Community College in accordance with Florida Statutes 112.061.

Procedure:
College employees, members of the St. Johns River State College Board of Trustees, students traveling on approved college trips, and in pre-approved cases, volunteers may be reimbursed for travel expenses when on college business. The procedures for travel reimbursement are categorized as follows:

1. In-District Travel
2. Out-of-District Travel
3. International Travel
4. Student Travel

There are separate forms for Mileage and Tolls Reimbursement, Out-of-District Travel involving hotel and meals, and Student Travel. International Travel authorization and reimbursement should use the Out-of-District form.

General Procedures

Official Headquarters/In District Travel:

The official headquarters for St. Johns River State College is defined as Clay, Putnam and St. Johns Counties, which comprises the St. Johns River State College District. The employee’s normal campus assignment is considered their official headquarters.

COLLEGE VEHICLES

College vehicles may be reserved for approved college business. Only a college employee or an insured individual who is authorized by the College may serve as the driver of a college vehicle.
Request for the use must be supported, seven days prior to departure, by completion of the Driver approval request form, which will include the following:

- The driver information (name, address, phone number, social security number, driver’s license number);

- The college information (department, supervisor, office account number, trip purpose, destination, dates, number of passengers). A gasoline credit card is available for use only with college vehicles. Reimbursement for fuel (for college vehicles only) must be substantiated with receipts. Wherever possible, the employee should use the college gasoline credit card to purchase gas for college vehicles. P-Cards should not be used to purchase gasoline except in emergency situations.

**USE OF PRIVATELY OWNED VEHICLE**

Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate of 44.5 cents per mile. Reimbursement for expenditures related to the ownership, maintenance, and operation of a vehicle (including gasoline) are not allowed when privately owned vehicles are used on college business. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation or from the SJR STATE official mileage chart. If the destination is not available from one of these sources, the employee should use a recognized internet mapping service, such as MapQuest (www.mapquest.com) or Google Maps (www.maps.google.com). Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the travel request and reimbursement form. Excessive vicinity mileage may require justification. Mileage should be rounded to the nearest whole mile. A traveler shall be entitled to the common carrier fare for such travel in lieu of a mileage allowance if determined by the budget manager to be more economical. Reimbursement for in-district and out-of-district miles where lodging and meals do not apply should be requested on a Mileage and Tolls Reimbursement Form, submitted on a monthly basis. No traveler is allowed either mileage or transportation expense when he or she is gratuitously transported by another person or when he or she is transported by another traveler who is entitled to mileage or transportation expense. Multiple employees attending the same meeting should travel together when feasible. If more than one vehicle is used for the same destination, the allowance may be divided, as determined by the Vice President for Finance and Administration/CFO.

**FRAUDULENT CLAIMS**

Travelers are reminded that Section 112.061(10), Florida Statutes specifically requires that travel request and reimbursement forms contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of his or her official duties and shall be verified by a written declaration that it is true and correct as to every material matter. Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids of assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with
the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree. Whoever receives an allowance or reimbursement by means of a false claim will be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

In-District Travel Procedures

Employees should confirm travel approval and budget availability from the budget manager prior to in-district travel. A travel authorization form is not required for in-district travel when only mileage and tolls are incurred. All in-district travel reimbursements should be requested via a Mileage and Tolls Reimbursement Form, approved by the budget manager and sent to the Business Office for processing. Generally, travel that occurs within the service district of Putnam, St. Johns, and Clay County should not include costs for overnight stays. In situations where it is necessary for the traveler to incur such overnight stay costs, justification must be provided using the Out-of-District travel authorization request and reimbursement form. Vice President or President approval is required for hotel/meal costs for in-district travel.

ECONOMY IN TRAVEL

The supervisor of several employees traveling to a common destination should determine the most economical mode of transportation (i.e. car pool, college owned vehicles, etc.). The supervisor may base approval for the travel reimbursement on the stipulated use of the car pool or the College owned vehicle. Sharing of college resources is encouraged in order to reduce the expenses to the College.

When an employee travels for the day and does not report to work at their normal assigned campus or travels to multiple campuses in one day, the employee should only request mileage reimbursement for miles driven on official travel less the number of miles typically driven round-trip commuting from home to work. Faculty who are assigned to multiple campuses in order to meet their faculty load requirements or choose to accept an overload on another campus are not eligible for mileage reimbursement. Any exception to this policy must be approved in writing by the appropriate academic Vice President prior to the effective term.

Out-of-District Travel Procedures

AUTHORIZATION

An Out-of-District travel authorization request and reimbursement form must be submitted for all out-of-district travel involving an overnight stay, indicating the estimated expenses to be incurred, the departure and return dates of the travel, and the destination with the statement of benefit completed. Any travel requiring prepayments for airfare, or registration fees must be submitted 3 weeks prior to the departure date. When a change in the reimbursement amount occurs greater than $100.00 from the original authorization, additional approval from the budget manager is required. Out-of-District travel must be approved by the traveler’s supervisor, the budget manager of the department, and the supervising administrator. If the out-of-district travel does not involve
an overnight stay, the request for reimbursement should be made via the Mileage and Tolls Reimbursement Form submitted monthly.

**AIRLINE TICKETS**

Airline tickets should be purchased through P-card if either the traveler or the budget manager has one assigned. Tickets should be purchased only after the travel request and reimbursement form has been approved by the immediate supervisor. The traveler will attempt to secure the most satisfactory and economical ticket available taking into account the timing of the meeting as well as the employee’s on-campus duties.

*An out-of-district travel request and reimbursement form should be submitted to the Accounting Office within 5 working days of an employee’s return to work.*

**PER DIEM, MEALS AND LODGING**

**OVERNIGHT TRAVEL**

All travelers will be allowed subsistence when travel requires an overnight stay. The person attending such meetings or conducting such business will have the option of exercising either of the following for each full day of travel:

Eighty dollars ($80) per diem. The travel day is divided into 4 quarters of 6 hours each. Per diem shall be paid for any quarter, or portion thereof, in which a traveler is in travel status.

- 1st quarter = 12:01 a.m. to 6:00 a.m.
- 2nd quarter = 6:01 a.m. to 12:00 p.m.
- 3rd quarter = 12:01 p.m. to 6:00 p.m.
- 4th quarter = 6:01 p.m. to 12:00 a.m.

**OR**

If actual expenses exceed per diem, the amounts permitted for meals plus actual expenses for lodging at a single occupancy rate to be substantiated by itemized paid bills.

Breakfast - $6.00 – When travel begins before 6 a.m. and extends beyond 8 a.m.
Lunch - $11.00 – When travel begins before 12 noon and extends beyond 2 p.m.
Dinner - $19.00 – When travel begins before 6 p.m. and extends beyond 8 p.m.

When lodging or meals are provided at a State institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for above. No one, whether traveling in state or out of state, shall be granted a meal allowance for any meal or reimbursed for any lodging included in a convention or conference registration fee paid by the
College. Events included in conference agendas such as, breakfasts, box lunches, buffets, dinners, and banquets, would ordinarily be considered meals. Events such as, breaks, hors d’oeuvres, continental breakfasts, and receptions ordinarily would not be considered meals.

DAY TRAVEL

Neither meal reimbursement nor Per Diem allowance is authorized for travel that does not require overnight lodging. Reimbursement for trips of this type should be claimed by filing a Mileage and Tolls Reimbursement Form.

RENTAL CAR

The applicable Vice President must approve all rental car requests in advance. The class of car rented should take economy and space needs into account. The Florida state contract for discount rental is with Enterprise Car Rental at 1-904-329-9288 or online at https://partner.rentalcar.com/stateofflorida/ for reservations. Reference Enterprise State of Florida Contract CRM:00897000997.

REIMBURSABLE EXPENSES

Authorized College travelers may be reimbursed for incidental travel expenses incurred. All receipts should be placed in date order, affixed to an 8 ½ x 11 sheet of paper, and attached to the Out-of-District Travel Request and Reimbursement form. Taxi fares, storage, parking and toll fees, communication expenses, and registration fees may be reimbursed. Documentation required is as follows:

- Receipts for taxi fares in excess of $15 on a per fare basis.
- Receipts for storage, parking fees or tolls in excess of $15 per instance.
- Communication expenses, including telephone calls, wires, and/or faxes, incurred as a result of College business are allowable. All communication expenses must be listed on an attachment to the travel request and reimbursement form, labeled in detail, and substantiated by a receipt.
- Registration fees incurred in the course of college business, are allowable and must be substantiated with an agenda, paid receipt, and printed documents indicating the registration fee, and the place and date of the event.
- Actual amount paid for parking charges. Mandatory valet parking incurred in the performance of public business is acceptable only when self-park is not an option.
- Actual portage charges paid which shall not exceed $1 per bag, $5 per occasion.
- Actual laundry, dry-cleaning and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
- Actual fee charged to exchange currency necessary to pay official travel expenses.
- Actual cost of maps necessary for conduction official business.
International Travel Procedures

International Travel procedures are the same as Out-of-District Travel procedures except that the President must approve the travel in advance of the trip.

Student Travel Procedures

Student Travel should be approved in advance by the Vice President in charge of the budget from where the expenses will be paid (or his/her designate). Reimbursement of student travel should be requested by filing a Student Travel & Reimbursement Form. Economical efficiencies are encouraged for student travel including the use of vans and multiple individuals sharing hotel rooms. Students do not have the option of a per diem in lieu of hotel and meal costs. Student meals are reimbursed as follows:

Breakfast: $6.00 when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
Lunch: $10.00 when travel begins before noon and extends beyond 2:00 p.m.
Dinner: $13.00 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

If commercial air is involved, the employee organizing the student travel should work with the Purchasing Office to determine the most efficient travel arrangements considering the time requirements. The Purchasing Office should be contacted as soon as possible to begin the process. Employees should not finalize ticket arrangements without Purchasing Office consent. The method of ticket purchase (P-Card, requisition, etc.) may vary depending on the circumstances, as directed by the Purchasing Office.

Employees may request advance checks to cover meal money for students through the normal requisition process. Student signatures must be obtained to document receipt of their meal money using the “Student Acknowledgement/Receipt of Meals or Money” form. An employee cannot receive a meal money advance check without clearing advance checks from previous trips with the Business Office. Student travel receipts and documentation must be submitted within 5 days of return to campus.
4.6 Cellular Devices Procedures
The purpose of this procedure is to provide guidelines for the use of college owned cellular devices and to provide information pertaining to the cell phone stipend.

INTRODUCTION/ADMINISTRATION:
1. SJR STATE recognizes that the use of cellular devices may aid an employee in his/her employment as well as benefit the employee’s department and SJR STATE overall.
2. SJR STATE owned/leased cellular devices shall be procured and administered by the Purchasing Department. The Purchasing Department shall administer the non-technical aspects of cellular telephone usage, including distribution, activation, and minor programming.
3. The Director of Purchasing is responsible for ensuring that each device has the proper rate plan assigned to it.

College Owned Cellular Phones:
In rare occasions as deemed appropriate SJR STATE will furnish an employee or department with a SJR STATE College owned and operated cellular device. College owned cellular devices are made available on a very limited basis, and only when it is advantageous to SJR STATE.

PERSONAL USE OF CELLULAR PHONES:
Personal use of college cellular devices should be limited and incurred on emergency basis only.

USE OF PERSONAL CELLULAR PHONES FOR SJR STATE BUSINESS:
Reimbursement for calls on privately owned cellular phones are not authorized.

LOST OR STOLEN TELEPHONES:
The employee’s department is responsible for the initial cost of lost, stolen or damaged devices. In case of negligence, the employee may be responsible for reimbursing SJR STATE for the cost of lost, stolen or damaged devices.

SJR STATE owned equipment that fails under normal use and is free from obvious physical damage will be replaced or repaired by SJR STATE and will be paid by the user’s department.

Cell Phone Stipend:
SJR STATE at the sole discretion of the President may pay a cell phone stipend to employees on a need basis for ‘service’ oriented employees who may be required to carry or use their personal cell phone for SJR STATE college business.

Employees receiving stipends acknowledge that by receipt of the stipend they are obligated to carry and use personal cell phones for SJR STATE College business and must disclose the phone number to College administration.

The stipend covers a portion of the expenses incurred by the employee associated with cell phone ownership: this includes but is not limited to costs incurred for monthly usage, accessories, cases, covers, etc. No additional cellular usage fees will be paid or reimbursed to any employee receiving a stipend.

The stipend program may be discontinued at any time without notice to employees. SJR State College will not be held liable for any contractual obligations entered into by the employee associated with the purchase of or contracted usage terms for any personal cellular phones or devices. Cell phone stipend rates are published annually in the SJR State College Salary Schedule.
4.7 Online Document Approval Procedures-Requisitions

This procedure documents the process for requisition approval using the on-line features of Banner, the College's enterprise-wide software:

1. Requisition approval authority is granted only for expense budgets, or in the case of a combined expense and salary budget, only for the expense portion (account codes 6xxxx and 7xxxx) of the budget.

2. Requisitions may be approved through Banner Production or Banner Web.

3. The approval system directs a requisition through an online path to obtain required approval(s) for the purpose of generating a purchase order to procure goods and/or services, to pay an expense, or to establish a budgetary encumbrance.

4. The approval path is comprised of approval queues which are sequenced in accordance with the hierarchy of the College for budget management and purchasing authority and is managed through dollar-amount queue thresholds.

5. Assignment of approval responsibilities and approval dollar-limit thresholds (including default thresholds, if desired) are determined by the Vice President having responsibility for a departmental or functional area, with the exception that in accordance with Board Policy 4.35, requisitions at or above the Board approved threshold also require approval by the College President.

6. Requests for establishing, modifying, or removing requisition approval authority for a user should be submitted in writing (e-mail is acceptable) to the Director of Capital Contract Management or Controller.

7. Queue levels within a queue may be requested to route requisitions sequentially based on dollar threshold and/or based on a user's responsibility for reviewing and/or authorizing a purchase, expense, or budgetary encumbrance transaction.

8. Approvers are responsible for ensuring requisitions approved are allowable purchases and are in compliance with College budgeting guidelines.
9. Incorrect requisitions and those no longer needed may be disapproved by persons with approval authority for that requisition at any time before the requisition completes the path through the approval system.

10. Disapproved requisitions are changed into an ‘incomplete’ status and the originator is sent a disapproval notification message automatically by Banner.

11. Disapproved requisitions may be corrected and recompleted. Recompleted requisitions follow the full approval path from the beginning point. Notification should be sent to the Purchasing Department should a disapproved document no longer be needed and purchasing staff will remove it from Banner.

12. All requisitions should clear the approval system within an approval period, which is typically by the end of the first week of the month following the month the requisition was entered into Banner (not the completion date of the requisition, but the entry date).

13. Incomplete requisitions and requisitions which have not cleared the approval system by the end of an approval period will be deleted from Banner by purchasing staff.

14. Sufficient budget must be in place in the proper account codes to cover the cost of a requisition prior to requisition entry, except in cases of declared emergencies or exceptions approved by the Vice President of Finance and Administration/CFO, Director of Capital Contract Management, or Purchasing Coordinator.

15. Requisitions entered with insufficient budget are marked ‘NSF’ by Banner and routed to an NSF queue until the budget is in place; failing appropriate budget reconciliation, the requisition will be disapproved and removed from Banner.

16. Delegated approval authority may be established on a case-by-case basis. Requests to establish approval delegation should be submitted in writing to the Director of Capital Contract Management.

17. Implicit Approvals: The approval system operates on implicit approvals. If the originator of a requisition is also an approver, his/her approval will be assumed and recorded by Banner when the requisition is completed. No additional approval by this user is required; however, all other required approvals are necessary.
4.8 On-line Office Supply Ordering Procedures

The purpose of this procedure is to provide instruction regarding the proper on-line ordering procedures with Office Depot, Staples or any other online contracted office supply retailer.

A. REQUEST TO BE SET-UP FOR ON-LINE ACCESS:

1. An email should be sent to the purchasing department via the department’s email purchasingdepartment@sjrstate.edu requesting permission.
2. This person must be an authorized user of the department and should have authority to process requisitions for the department.
3. The purchasing department will then set up the account and inform the employee when they have access to order. The purchasing department will provide any training needed.

B. PROCESSING AN ON-LINE ORDER:

1. Check FGIBDST in Banner to ensure budget is available in proper Account Code for purchase.
2. Place an online order on the proper website; do not use the general retail websites. The purchasing department will supply each authorized user with a specific webpage that provides dedicated contract pricing for SJR State.
3. Print conformation e-mail that comes after order is placed. (You will need this for the next step.)
4. Create a Requisition in Banner for the order you just placed online. (Itemizing each item is not necessary, go by example below.)
   a. Description Line: Online Order - 264023653-001 – pens, toner cartridges, note pads, etc. for Business Office.
   b. U/M line: JOB
   c. Quantity line: 1
   d. Unit Price line: enter total amount of order placed
   e. If the order splits into multiple transactions repeat “a – d” until all transactions are properly reported on the requisition.

1. Finish requisition as usual with the correct accounting for order. (Be sure to place minor equipment under 70500 not 65502)
2. Complete the requisition.
7. Write the Requisition # on the top of the printed order and send it to Central Receiving for the campus it is to be delivered to (PAC, SAC, OPC). Do Not send to the Business Office, central receiving will forward after order has been checked in and forwarded to recipient.
8. Forward the e-mail order with the R# typed on the top of the e-mail to your supervisor so they will know what they are approving in Banner and ask them to approve the Requisition.

9. The Requisition will then be approved by the Business Office for budget and appropriate coding.

10. When the requisition has been approved to become a purchase order, the Business Office will release the order to be filled.

11. The order will be checked in by Central Receiving on the campus it is being delivered to and forward to the recipient on the order.

12. The invoice and the printed online order with the R# written on it will then be forwarded to the Business Office for payment.
4.9 Invoice/Payment Processing Procedures

The purpose of this procedure is to establish standard criteria and requirements for acceptable documentation of invoice payments in order to provide for the pre-audit and post-audit of expenditure transactions.

I. GENERAL INFORMATION

1. All original invoices are to be sent to the Business Office.
2. Original invoices are required to have the following information:
   a. Purchase order number and or requisition number
   b. Product and or service
   c. Quantity of items
   d. Price of each item
   e. Shipping amounts, if appropriate
   f. Invoice number
   g. Invoice payment terms
   h. The college is tax exempt so no taxes are to be on any invoices.
3. A request for the original invoice must be sent to the Business Office via email with an explanation as to why the original invoice is needed.
4. All colleges’ purchases, except as noted in Item III below, are to be delivered to the Palatka, St. Augustine, or Orange Park Central Receiving Department. The merchandise will be inspected and verified with the corresponding purchase order. The online Receiving Goods Form will be completed if the merchandise meets all colleges’ requirements. An example of documentation is a packing slip.
5. Merchandise that is picked up by College personnel must notify Central Receiving via email to request a receiver number to be inputted into the On Line Accounting System. All College services, (i.e. FedEx, Membership, UPS, Post Office and Fund 7 construction) must have a notification of signature from College personnel to confirm that all services have been rendered according to College requirements.
6. PCard receiving requirements are documented in the St. Johns River State College Operating Procedures under procedure number 4.4.
7. Budget must be available for any invoice payment to be processed.
8. If invoice request for payment does not include all necessary information, Accounts Payable will notify via email and attachment of the original invoice to the originator of purchase and or service for the missing information.
9. All vendor checks will be mailed through the United States Post Office. Special instructions must be documented in the requisition request under the document text. Some examples are: copy of registration form, copy of confirmation number for hotel rooms, and special handling issues.
10. Any college vendor check(s) that require special handling other than through the United States Post Office must be accompanied by the Request for Vendor Check Form and be approved by the Comptroller prior to issue of the check(s).

II. STANDARD CRITERIA AND REQUIREMENTS FOR DOCUMENTATION OF INVOICES AND PAYMENTS

1. Invoice with a purchase order and receiver
   a. Verify that invoice corresponds with purchase order
   b. Receiver number is in the On Line Accounting System
   c. Invoice is processed for payment

2. Invoice with purchase order but no receiver
   a. Verify that invoice corresponds with purchase order
   b. Email and attach a scanned copy of the original invoice to the originator of the purchase with a request for proof of deliverance requirements.
   c. Invoice is processed for payment.

3. Invoice with purchase order, no receiver, and invoice does not match purchase order
   a. Verify that invoice corresponds with purchase order
   b. Email and attach a scanned copy of the original invoice is to the originator of the purchase with a request for variance in dollar figures from invoice to purchase order and a request for proof of deliverance requirements.
   c. A dollar variance of ten percent (10%) between the invoice and the purchase order is allowable with an explanation. An example is that shipping cost was not part of the original purchase order.
   d. A dollar variance of more than ten percent (10%) between the invoice and the purchase order must be approved by the Purchasing Department.
   f. Invoice is processed for payment if the above requirements have been met.

4. Invoice with no requisition number, purchase order number, and receiver.
   a. Email and attach a scanned copy of the original invoice to the originator of the purchase with a request for a requisition number and/or purchase order number and a request for proof of delivery requirements.
   b. Invoice is processed for payment if the above requirements have been met.

III. EXCEPTIONS TO STANDARD CRITERIA AND REQUIREMENTS FOR DOCUMENTATION OF INVOICES AND PAYMENT

1. Fund 3 purchases require additional approval from the Bookstore Manager. A notification of signature will confirm approval for payment that includes all variances between the purchase order and invoice under and over the 10% allowance. Examples of Fund 3 invoices include but not limited to McGraw-Hill, Pearson Education and Thomas Learning.

2. Fund 7 purchases require additional approval from the Director of Capital Contract Management. A notification of signature will confirm approval for payment that includes all variances between the purchase order and invoice under and over the 10% allowance.
   a. Examples of Fund 7 invoices include but not limited to construction, maintenance work, IT Refresh, PECO, Project 99 and Capital Improvement.
   b. When it is not practical to deliver unexpended Plant Fund (Fund 7 Construction) purchases through central receiving process, the receiver will coordinate with
the Director of Capital Contract Management the documentation to support the receipt of the goods or services.

c. The Director of Capital Contract Management will approve unexpended Plant fund - Fund 7 Construction variances between the purchase order and invoice under and over the 10% allowance.

d. Construction applications for payment (AFP) and direct purchases in accordance with construction contracts should be delivered to the Director of Capital Contract Management for payment auditing and further processing.

MONTHLY RECURRING PAYMENTS:

1. Recurring payments applicable to a particular purchase order should have an encumbered purchase order number noted on all invoices. Recurring payments are defined as those payments that occur monthly or periodically for the same or similar amounts, such as a maintenance agreement payment.

2. The Accounts Payable Department will pay monthly invoices against the encumbered purchase order until such time that the encumbered money is consumed by payment.

Definition(s):

1. **Invoice**-A list of goods shipped or services rendered, stating product, quantity, and price.

2. **Invoice Number**-A unique identifier that can include numbers and/or letters provided by the company.

3. **Invoice Payment Terms**-A specification on how the money is to be received and the number of days in which payment is required.

4. **Pre-Audit**-The process where invoices are verified as to goods/services, receipt, purchase order, and authorized for payment.

5. **Post-Audit**-The process where payment documents are reviewed to ensure that documentation supports the expenditure after the payment has been processed and posted to the College's accounting system.

6. **Product and or Service**-A detail account of merchandise and or service rendered.

7. **Purchase Order**-A commercial document used to request someone to supply something in return for payment and providing specifications and quantities.

8. **Purchase Order Number**-A number that is assigned by Purchasing that confirms that the request by a requisition for service and or merchandise has been approved by the college’s requirements.

9. **Receiver**-A documented form of acceptance.

10. **Receiver Number**-A number that is assigned by Central Receiving that confirms that all merchandise or services have been accepted to the college’s requirements.

11. **Requisition**-A request for purchase, and subsequent payment, of goods and/or service.

12. **Notification of Signature**-A manual signature that evidences the merchandise or service has been received according to College's requirements.
4.10 Non-Employee Professional Services

The purpose of this procedure is to establish criteria and processes to contract with and pay non-employee professional services other than architects, engineers and landscape architects. This procedure should be used to authorize and pay non-employee services which are not otherwise contracted.

OVERVIEW AND GUIDELINE

1. The Non-Employee Professional Services Authorization and Agreement for Professional and Consulting Services (Part I) must be fully approved prior to services being performed.
2. The agreement is designed to handle lump sum (single) payments, annual authorizations (per fiscal year) and multiple payments.
3. After authorization is approved by the President, the President’s Office will return the executed original contract to Purchasing in the Business Office, where a copy will be retained in file, and the original document returned to the Organizational Unit Manager.
4. Upon receipt by the Organizational Unit Manager of the original executed contract (which has been authorized by the President), a requisition will be initiated immediately by the Organizational Unit Manager to obligate the total amount of the authorization against the budget.
5. Upon completion of services set forth in the contract, Part II of the Professional Services Agreement should be completed (requires requisition or purchase order number) and forwarded to Accounts Payable for payment.
6. In the case of multiple payments, a completed Professional Services Agreement Part II must be submitted, after services are performed, to Accounts Payable for each of the payments indicated in Section I. Part III. Multiple Payments.
7. All work must be completed within the dates indicated in the ‘Date of Service to be Provided’ section of Part I.
8. Services/work performed must be within the scope detailed in the ‘Description of Services and Deliverables’ section of Part I.
9. In the event that, at the College’s discretion, all or part of the services or deliverables will not be required, or in the event that the contracted party is unable to deliver all or part of the work to be performed, payment will not be made for work not performed. Written notification of such shall be sent to the Purchasing Coordinator requesting that the unused portion of the Purchase Order be terminated. Purchasing will verify the status of the Purchase Order and notify Accounts Payable of the termination. When the Purchase Order is terminated, any remaining un-obligated funds will be released from encumbrance and returned to the Organizational Unit budget.
Definition(s):

1. **Non-employee Professional Services** include, but are not limited to, the following:
   
   (a) Artistic services  
   (b) Instructional services  
   (c) Health services  
   (d) Academic program reviews  
   (e) Lectures  
   (f) Attorneys (other than Board)  
   (g) Legal services  
   (h) Auditors  
   (i) Consultants  
   (j) Individual security services  

2. **Maximum amount authorized**: The use of this procedure is intended to authorize and pay for non-employee services not otherwise contracted not to exceed $2,000. Services applicable to this procedure in excess of $2000.00 must be approved in advance by the Vice President for Finance and Administration/CFO.
4.11 Laboratory/Special Course Fees, User Fees and Fines

The purpose of this procedure is to provide procedures for the addition, removal or change of user fees for college courses including lab fees, special fees, insurance fees and testing fees in accordance with FS 1009.22(9) and FS 1009.23. State Board Rule 6A-14.054(11) provides that fees may not exceed the cost of services provided for instructional and non-instructional services that incur unusual costs. These fees shall not exceed the cost of the services provided and shall only be charged to persons receiving the service or persons for whom services are designed. This procedure includes the 1) Definition of which costs are considered unusual, 2) Documentation required to support the anticipated unusual costs and the expected number of servants, 3) The period of time used in making the determination, 4) the review process to ensure that only appropriate costs are included in the fee calculation, 5) the manner and frequency of presentation of the proposed fees for approval by the Board, and 6) the frequency that such fees will be evaluated.

**TYPES OF USER FEES AND FINES:**

1. **Laboratory Fee:** These fees are assessed for laboratory costs in conjunction with a course, laboratory fees may also be assessed for courses without formal laboratory schedules. The assessed fee will include items considered "unusual costs" as defined in this procedure.
   (a) Equipment and supply estimates will be determined by the instructional area.
   (b) The useful life of equipment may vary depending on the course application. The instructional department will determine the useful life of equipment.
   (c) If not easily determinable by the instructional department, the Purchasing Department may be contacted to secure specific quotations for identified software, supplies and/or equipment based on the Instructional Department's needs.

2. **Testing Fees:** These fees are assessed and should include the cost of the test as well as the cost of administering and processing the test.

3. **Library Fees:** The Library will charge for lost materials as follows:
   (a) In Print Replacement Charges: Replacement cost will be the greater of the price paid by the State of Florida or the current price found in Books in Print or other online book databases.
   (b) Out-of-Print Charges: Replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current Bowker Annual of Library and Book Trade Information.
   (c) Processing Fees
4. **Insurance:** These fees are assessed for Professional Liability Insurance and are based on the actual cost of the insurance.

5. **Special Fees:** These fees are assessed for unusual consumable materials and service associated with a course that is not covered above.

6. **Fines:** The fine may be imposed on those who violate college policy or procedure such as parking fines.

**ADMINISTRATION OF USER FEES AND FINES:**

1. **New Fees and Fines:**
The Vice President for Finance and Administration/CFO will be notified by the college department requesting a new fee no less than 90 days prior to the fee being assessed to students. Upon notification, the Vice President for Finance and Administration/CFO will initiate the notice of rule development and the notice of rule adoption and present the fee proposal to the Institutional Planning Committee for review, modification if appropriate, and make a recommendation to the President.

2. **Annual Review and Evaluation of Fees:**
The Vice President for Finance and Administration/CFO will collaborate with appropriate college staff to review and prepare a recommendation to the President during May.

3. **Presentation of Fees to the Board:**
The Vice President for Finance and Administration/CFO will ensure fee changes are properly placed for public notice per Florida Statutes before the Board of Trustees takes action. Fees may be presented to the Board of Trustees on an "as needed" basis, or during the annual budget process at regularly scheduled board meetings.

4. **Documentation of Unusual Costs:**
The Vice President for Finance and Administration/CFO will develop forms and definitions of documentation needed to justify unusual costs as outlined in this Procedure.

**Definition(s):**

1. **Base Cost of a Course:** Every course is assumed to be provided an instructor, a general classroom furnished with student seating, a "chalkboard/white board" and related supplies, a lectern, and storage; access to general audio-visual equipment, library collection and services and an open computer lab; and materials including a class syllabus, tests and evaluations. Instructors are provided access to personal computers, the internet, and email.

2. **Unusual Costs:** Cost above the base cost of a course to include specialized software, specialized equipment/ vehicles/facilities; a lab aid; tutor; proctor, videos/tapes, maintenance agreements for hardware and software maintenance, substantial use of printing or computer supplies such as those caused by Gordon Rule requirements, and externally mandated programmatic requirements for instructor support costs.

3. **Fine:** A punitive amount assessed by the college in conjunction with the violation of college policy or procedure.

4. **Basic Practices and Assumptions:**
   (a) Consistency - Fees for the same course number college-wide will be the same for all sections regardless of campus.
(b) Distance learning fees will not be assessed for web enhanced credit courses.
(c) Fees will be rounded up to the next dollar amount.
(d) Fees assessed must be reasonable in amount and not overly burdensome. Fees, in some cases, may be less than the supplies or equipment furnished.
(e) Lab Fees will not be charged for off campus sections.
(f) Summary information will be documented on the forms attached. The Instructional Department will be responsible for maintaining auditable, detailed documentation supporting the forms submitted for approval.
(g) Fees determined by this procedure will be used for (5) academic years unless there is a need to modify the fee sooner.
4.12 Property Management

**Purpose:** The Purpose of this procedure is to promulgate policy and establish procedures for the proper control and management of SJR STATE’s owned tangible personal property.

**Background:** The functions of a Property Inventory Management System are to establish responsibility for our property resources, to provide accountability and control over these resources and to safeguard these resources so they are used for their intended purpose.

We are all entrusted with college owned resources to enable us to provide a high level of service in the accomplishment of our overall mission. The proper management of our property resources is a shared responsibility. Consequently, an effective property management system not only requires clearly identified responsibilities and procedures but proactive coordinated actions between the Property Management staff and the responsible Departments throughout all phases of the property’s life cycle which includes acquisition, use and disposal.

**RESPONSIBILITIES:**

**College President** - has the ultimate and overall responsibility for the safeguarding and custody of all SJR STATE property.

**VP for Finance and Administration/CFO** – is directly responsible to the SJR STATE President for the accounting of all College property and maintaining a property management system that includes adequate controls and policies.

**Department Property Custodian** – are responsible and accountable for all property assigned to his or her department. The President has assigned the responsibility for property accountability to the Vice President of each department. The Vice President of the department may not delegate this responsibility, however, Functional Property Coordinators should be appointed to maintain daily oversight of this assigned property.

**Functional Property Coordinator** – to the extent allowed by their normal duties, reasonably safeguard all assigned property and equipment on his or her list and report problems with maintenance, control, or any change in location. The Functional Property Coordinator is also responsible to process reports and requests for any action (i.e. relocation of equipment, surplus…etc…) that has impact to their property list.
Property Manager – manages the property management system ensuring the functions of accountability, utilization and disposal are properly and effectively managed. The Property Manager is responsible for developing, administering and facilitating property management policies and processes.

Property Clerk – is charged with the responsibility of receiving, tagging, and assisting the Property Manager as needed.

College Staff - individually and collectively, all staff shall be responsible for the proper use and care of equipment/property personally used in their academic and/or administrative work. The unauthorized use of College property by employees on or off-campus; for private, personal or any other use which does not benefit the College or its direct support organizations is prohibited.

PROCEDURE:

A. Acquisition – Acquisition of Property items results from various means which includes purchases, donations, gifts, grants and receipt as surplus/excess property. Regardless of the source of acquisition, if the property item meets the accountable property thresholds then property accountability measures applies. These measures includes a SJR STATE property identification tag being affixed to the equipment, a property record established and the equipment’s addition to the College property list.

1. Purchase of Property Items including through Grants:
   a. The proper account coding of equipment is extremely important. Using the correct inventory account code will ensure the item is added to the applicable department’s property inventory list. The following account codes apply when considering a purchase:

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70500</td>
<td>Minor Equipment – Non Capitalized less than $1,000</td>
</tr>
<tr>
<td>70600</td>
<td>Minor Equipment – Non Capitalized greater than $1,000 but less than $5,000</td>
</tr>
<tr>
<td>71000</td>
<td>Furniture &amp; Equipment – Greater than or equal to $5,000 (Capitalized)</td>
</tr>
<tr>
<td>71021</td>
<td>Vehicles – Purchases of vehicles with a cost greater than $5,000</td>
</tr>
</tbody>
</table>

   b. To determine the proper coding, both freight and any associated installation are included in the cost determination of the equipment. For example, if someone purchased an item for $900 and shipping costs are estimated at $125, then account code 70600 applies because the total costs equate to $1,025.

   c. All equipment with account codes of 70600, 71000, and 71021 will be tagged and included in the college property inventory system.

   d. As discussed, the procedures for property accountability also apply to property items acquired through Grant Funds. This includes property acquired through grants and contracts received directly by the College as well as those initially awarded to another entity and
subsequently transferred to the College. The ownership rights to property acquired through grant funds varies by sponsor. However, the College is required to tag, inventory and manage property purchased with grant funds in the same manner as property purchased with College funds, unless the terms and conditions of the grant award specifically give ownership rights to the individual sponsor.

2. Property Acquired through Donations, Gift or other means:
   a. The requirements of accountable property are also applicable to equipment acquired through donations, gifts and other means.

   b. A department receiving donations or gifts of property meeting the accountable property thresholds is responsible to notify the Property Manager within 10 calendar days of receipt by completing a Property Addition Form (Attachment 1). Any letter, deed of gift or transfer should be attached to the form.

   c. The Property Management staff will assign a Property Tag number and issue/affix the SJR STATE identification tag for the equipment.

B. Tagging of Accountable Property – Establishing a Property Record and tagging of equipment is an essential step of inventory management. All equipment meeting accountable property thresholds shall be tagged within 10 calendar days of its receipt. To ensure that all items are properly marked, all materials and equipment purchased through use of the College operating budget shall be received by a Central Shipping and Receiving Facility and tagged upon arrival before it is given to the user and placed in use.

1. Upon arrival, a decal or other permanent marking is affixed directly to all accountable property and is used to identify the property throughout its lifetime. The decal should not be removed or marking impaired. Some items will not have tags affixed because of the type of item; if possible, the number is etched or marked with a permanent ink. One exception includes any property item whose value would be significantly impaired by the above required markings. However, in all such cases, the property records must contain sufficient descriptive detail to permit positive identification of the item.

2. Group Property Tagging – For equipment meeting the group property item criteria, a numbered tag is affixed to the main component.

3. Once an item has been tagged and received by the ordering department, this item becomes the property of the department and they assume total responsibility and oversight for its safeguarding
and care.

C. **Controlled items** are those that do not meet the accountable property thresholds but require close scrutiny and additional security to prevent pilferage and maintain accountability. The Vice President of each department shall take reasonable precautions to protect and may deem it necessary to establish internal tracking methods for these items. However, the College has determined certain items that will be tracked as controlled items. The list includes:

a. Firearms

b. Computer Hardware- Certain computer equipment not meeting the accountable property threshold will be listed as controlled items. The Director of IT is responsible for the determination of which computer equipment will be listed as controlled items, based on material considerations such as value, risk of pilferage, and ease of conversion for personal use. The IT Department shall record the transfer and disposal of these controlled items to include desk tops, lap tops, printers and other designated technology equipment.

c. Mobile Devices-Certain technological devices such as Ipads, E-Readers, Tablets, Notepads, and Notebooks purchased with College funds (including Grant funds) which do not meet the accountable property threshold will be tracked by the department manager using appropriate sign out forms or tracking records. These items are outside the purview of the IT Department and the appropriate Vice President shall take reasonable steps to enforce proper internal controls over such devices.

D. **Managing Inventory** – Obtaining and communicating upper management support is the key to successful inventory management. Numerous people are involved in the use of and physical handling of equipment. Consequently, educating department’s employees on the importance of inventory management is critical to maintaining an accurate and positive control of this equipment.

1. Functional Responsibilities of the Property Management Staff to the College Departments includes:

   a. Will physically affix property identification tags upon determination of the requirement and/or notification. Concurrently, the staff will establish a Property Record in the SJR STATE Inventory Database system for any item meeting the accountable property thresholds.

   b. Will process department prepared Transfer, Addition, and Disposition forms so as to maintain records accurately and reflect the current status of departmental equipment in the SJR STATE Inventory database.

   c. Shall establish and coordinate the annual physical inventory for the College. Upon completion of the physical inventory and each department certification, the Property Manager will report the findings to the VP for Finance and Administration/CFO.

2. Functional Responsibilities of College Departments to the Property Management Staff
a. Know the location of all property equipment and assure that such item is reasonably secure from possible theft and other hazards.

b. Notify the Property Manager Office of all changes in the status of equipment. This shall include, but is not limited to assets lost or stolen, changes in location and/or coordinator, and request for surplus/disposition. This notification is critical for the proper stewardship and accountability of all college property.

c. Provide assistance as needed to the Property Management staff on placing property identification tags on equipment and verifying information to include serial number, model number, coordinator, location …etc…

d. The IT Staff is the designated Functional Property Coordinator over all computer equipment with the exception of laptops. In the case of laptops assigned to an individual employee, the individual end user shall be the designated Functional Property Coordinator. In conjunction with this policy, no computer equipment with the IT Staff designated as the Functional Property Coordinator shall be moved by an employee without written approval from the IT Staff.

e. Complete all required actions in conjunction with the annual inventory published by the Property Manager. This shall include, but is not limited to reviewing and validating all information on the coordinator’s inventory list, identifying any equipment not currently on the inventory list, and taking appropriate action on any property that cannot be located.

3. Property Transfers – Since property equipment can often be mobile, everyone must understand the procedures for moving inventory and accounting for it at all times. If a department has no further use for a property item, then they should either transfer it to another department that needs it or process it as surplus. In order to maintain custody of our accountable property, it is essential the department transfer any equipment using the following procedures:

a. The releasing Functional Property Coordinator should initiate a Property Transfer Form.

b. The releasing Functional Property Coordinator should complete the property information and sign, then forward to their Department Property Custodian for approval.

c. The receiving Functional Property Coordinator should confirm the property information and sign, then forward to their Department Property Custodian for approval.
d. Upon approvals, the form shall be forwarded to the Property Manager whom will process the transfer in the SJR STATE inventory database. This will remove it from the releasing custodian’s list and place it on the receiving coordinator’s list.

4. Change in Functional Property Coordinators –

a. The Department Property Custodian should notify the Property Manager within 10 calendar days of the new Functional Property Coordinator appointment. An inventory of their new property list will be initiated.

b. A joint inventory with the outgoing Functional Property Coordinator and new Functional Property Coordinator shall be conducted. If not possible due to immediate departure or no overlap, then the new Functional Property Coordinator shall conduct a sole inventory. Upon completion, the signed list with any discrepancies shall be forwarded to the Property Manager.

c. Between Coordinators – During the time when one Functional Property Coordinator leaves and another is hired, the supervisor of the Functional Property Coordinator assumes the responsibility for the applicable property list.

5. Off Campus Use of College Property – College owned equipment is primarily intended for use at the designated work place on campus. At times, certain circumstances will warrant the use of this equipment at other locations that are directly related to one’s job duties. A department’s Vice President is the approval authority for off-campus use of equipment. Any misappropriation or misuse of college property or equipment will be considered grounds for dismissal. Use the following procedures to receive Off-Campus Use of college property authorization:

a. Requesting borrower shall submit an Off-Campus Use of College Property Form to the Functional Property Coordinator for routing to the Department Vice President for approval.

b. Upon approval, a copy of the form shall be provided to the requesting borrower and shall be kept with the equipment. A copy of the form shall also be maintained with the Functional Property Coordinator and the original forwarded to the Property Manager.

c. The Property Manager will annotate the authorization on the item’s property record.

d. Off Campus User forms are only valid for one year, and must be renewed each year.

e. When the property item is returned to the College, the borrower is responsible to submit the copy of the form with a statement identifying its returned status. After review by the Functional Property Coordinator, the form shall be submitted to the Property Manager whom will place the copy in the completed file and remove the item from the check-out status on the property record.
f. Upon termination of employment an employee who has signed for off campus use of college property must return assigned equipment before release of final paycheck. The college may deduct the value of unreturned assigned equipment or the value of damages to the equipment if evidence exists that it was physically mistreated by the employee from the final paycheck. If the cost of the unreturned equipment or cost to repair damaged equipment exceeds the net pay of employee’s final paycheck, the employee remains responsible to pay college the remaining balance.

6. Trade-Ins – Unless the department informs the Property Manager of a trade-in transaction, there is no way for the removal of the trade-in item from the college property listing. Consequently, this could lead to the reporting of missing equipment that is not truly missing. When submitting a requisition involving a trade-in, departments must include the SJR STATE property identification tag number (s) of any property item (s) being traded-in as well as notify the Property Manager.

7. Declaring Property Surplus – When a Property Item is no longer needed by a department and has remaining useful life, the reissuance and reutilization by another department should be the first alternative. If no other requirement exists at the college or the item no longer serves a useful purpose, then the department should request “write-off” approval for further disposition by the Property Manager. Regardless of acquisition cost, all College property cannot be given away, thrown away or converted for personal use. All College property can only be processed as surplus as lawfully required by Florida Statutes.

The following “write-off” approval procedures apply:

(1) The Functional Property Coordinator must initiate an Accountable Property Disposition Request Form (Attachment 4) and forward it to the Department Property Custodian for approval. No action should be taken on any property item until notified by the Property Manager.

(2) Upon approval by the Department Property Custodian, the Accountable Property Disposition Request Form shall be forwarded to the Property Manager for submission to the Board of Trustees to obtain write off approval. The disposition action may not be executed until write-off approval is obtained.

(3) Upon write-off approval, the Property Manager will determine the disposition action that is in the best interest of the College which may include any of the following:

   a) Scrapped or destroyed
b) Public or advertised sale
c) Donation/transfer to other governmental agencies
d) Donation/transfer to nonprofit organization for documented educational purposes.
(4) The Property Manager will notify the Functional Property Coordinator of the write-off approval and take custody of the equipment for disposition.

(5) At disposition, the Property Manager will enter the full circumstances of the disposition in the SJR STATE Inventory database to include:

(6)  
   a) Date of disposition.
   b) Authority for disposition (write-off approval date)
   c) If item is scrapped, the identity of the staff personnel witnessing the disposition must be entered into the Property record.
   d) If disposed by outright sale or auction, the receipt number and dollar amount received must be entered into the Property record.
   e) If any item disposed of as a result of a casualty loss (fire, flood, vandalism, etc.). The value of the insurance proceeds and the receipt number must be entered into the Property record.
   f) For item disposed of due to loss or theft, the date of the investigative report must be entered into the Property record.

8. Damaged, Missing or Stolen Property – Missing property is property that has disappeared and no one can explain the disappearance. If an item is missing, the Functional Property Coordinator shall make sure it was not relocated or the item has not been overlooked. The Coordinator shall ask co-workers to identify if they may know the status of the item. If it is still determined the item is missing or stolen, then the Chief of Security, the Property Manager and the appropriate Department Head shall be notified by the Coordinator within 24 hours of this determination. The following procedures will apply:

a. Security shall conduct an investigative search to include:
   (1) Physical search of the last known location of the equipment.
   (2) Obtain a statement from the person who was responsible for the equipment (Functional Property Coordinator).
   (3) Follow any leads from the previous steps.
   (4) If the determination is made the property item is stolen, then notify the local police department to file a police report and obtain a copy.
   (5) A written report of the findings shall be completed within 5 working days and submitted to the Chief of Security with copies provided to the Functional Property Coordinator and Property Manager. The report shall include:
      A. Findings of fact in regard to the circumstances involved in the loss or theft.
      B. A recommendation as to what action should be taken, if any, to prevent a recurrence.

b. The Functional Property Coordinator shall complete a Missing Item Report form (Attachment 5) and submit it to their Department Head within 5 working days. If an item was determined as stolen, then a copy of the police report shall be attached to the report.

c. After the Department Head’s review and signature, the Missing Item Report shall be submitted to the Property Manager.

d. The Property Manager will annotate the status on the item’s property record. The item will be added to the missing items list which will be maintained on the list for two years. After two years the item will be dropped off the department’s property list.
E. **Physical Inventory** – Each fiscal year the College is required to conduct a physical inventory of all accountable tangible personal property. The purpose is to ascertain the physical existence and location of all property items on the College property list and to ensure that the records are properly documented.

1. A physical inventory of all accountable property shall be conducted on the following occasions:
   
a. A change (reassignment, resignation, transfer, etc.) of the Functional Property Coordinator.
   b. Annually (at least once each Fiscal year).
   c. At such other times as may be directed by competent authority.

2. **Annual Inventory Procedures Summary:**
   
a. The Property Management staff will electronically provide Property Inventory listings to each department and their applicable Functional Property Coordinator. The listing shows all equipment assigned to the Functional Property Coordinator.
   b. The Functional Property Coordinator shall conduct an audit of all assigned property. The Coordinator must physically validate the existence, location and tag number of all property items on their listing.
   c. All differences shall be noted on their electronic submissions to the Property Manager to update the Property record.
   d. Unaccounted-for-property, which are items not located during the inventory process, shall be promptly reported to the Property Manager. The Functional Property Coordinator shall initiate the steps as outlined in paragraph 5.C.8.
   
e. All property items meeting the accountable criteria that are found during the course of an inventory but are not included on the property list shall be reported to the Property Manager.
   
f. Upon completion of the inventory, the Functional Property Coordinator shall electronically submit their findings. These findings are then electronically forwarded to the Department Property Custodian for review and validation that their department’s applicable inventory items have been physically located or proper actions taken to correct any discrepancies.
   
g. Upon electronic validation approval by the Department Property Custodian, the items will be reviewed and approved as completed by the Property Manager. This action will electronically post any updates or corrections to the SJR STATE Inventory database.
   
h. The final stage of the inventory is to conduct verification. The goal of the verification is to confirm the accuracy and completeness of the inventory. A random sample approach is used for this verification and will be conducted by the Property Management staff.
i. After a successful verification, the Property Manager will compile all the College departments inventory findings and provide a final report to the VP for Finance and Administration/CFO for review and action if required.

**Definition(s):**

a. **Cost** - The acquisition or procurement cost (invoice price plus freight and/or installation charges, if any, less discounts).

b. **Individual Property Records** - Those records used to establish accountability for particular items of property.

c. **Property** – Fixtures or movable tangible personal property of a non-consumable nature placed in service for operations and the normal expected life of which is one year or more from date of acquisition.

(1) **Accountable Property** – Property with a value of more than $1000.00. All accountable property is tagged with a SJR STATE property identification tag. Additionally, equipment with a value of more than $5,000.00 is capitalized and depreciated over its estimated useful life.

(2) **Controlled Property** – Property with a value of less than $1000.00 that is considered attractive or easily converted for personal use therefore requiring close scrutiny and additional security.

(3) **Group Property Item** – An item with components that make-up a single functioning system and cannot be separated without a diminishment in the usability or functioning of the item for its intended purpose. All components are considered in the cost to determine if the value exceeds $1,000.00 and meets the accountable property threshold. Examples include modular furniture, training presentation systems, computers and book sets.

d. **Property Identification Number** - The unique number assigned and affixed to each accountable property item to positively identify it as property of the College and to differentiate one item of property from another.

e. **Unaccounted-for Property** - Accountable property which cannot be physically located by the Coordinators and/or Property Manager, and which has not been otherwise lawfully disposed.

f. **Value** - The worth or marketable delivered price (fair market value) of an item at the date of acquisition or any subsequent evaluation or appraisal date.
4.13 Establishing and Updating Vendors

PURPOSE:
The use of the attached form accomplishes the following:

1. It provides a standard format of information needed to establish or change information related to a vendor, thus enhancing accuracy.
2. It provides a format for tracking and feedback to the person requesting the vendor number.
3. It provides a format to facilitate the updating of vendor ownership information.
4. It provides documentation for audit purposes as to who requested the vendor be established.

OVERVIEW AND GUIDELINES

1. **New Vendors** – This form should be used when setting up New Vendors for purchasing purposes. The box on the first line of the form should be answered “no.” At a minimum, the identification and contact information section should be fully completed. Business Office staff will complete the sections for Vendor information and ownership. The individual submitting the Vendor profile should complete the College information part of the form and forward the form to the Business Office.

2. **Changes in Current Vendor Information** – The box on the first line of the form should be answered “yes” when you are aware of a change in Vendor Information. This form should be used to document the change and be forwarded to the Business Office for processing. The appropriate change should be made on the form, and the form should be signed by the individual requesting the change and forwarded to the Business Office.

3. This form is online at http://www.SJR State.edu/businessoffice.html
4.14 Notification of Social Security Number Collection and Usage

**PURPOSE:**
In compliance with Florida Statute 119.071(5), this procedure serves as notification of the purpose for the collection and usage of Social Security Numbers (SSN). St. Johns River State College collects and uses Social Security Numbers for the following purposes in performance of the Colleges duties and responsibilities. To protect individual identities, SJR STATE secures Social Security Numbers from unauthorized access, strictly prohibits the release of Social Security Numbers to unauthorized parties contrary to state and federal law, and assigns unique student/employee identification numbers. These unique ID numbers are used for all associated employment and educational purposes at SJR STATE.

**EMPLOYEES**

**Human Resources**

Your SSN is used for legitimate business purposes for completing and processing the following:

- Federal W4, W2, 1099 (Internal Revenue Service), 26 U.S.C.A.§6109
- Federal Social Security Taxes (FICA), Title 26 of the United States Code
- Distributing Federal W2 (Internal Revenue Service)
- Unemployment Reports (Fl Dept of Revenue), Florida Statute 443
- Florida Retirement Contribution Reports (Fl Division of Retirement)
- Worker’s Comp Claims (FCCRMC and Department of Labor), Florida Statute 440
- Direct Deposit Files
- New Hire Information Report (Fl Department of Revenue), 119.071(5)(a)6.b.,F.S.
- 403b Contribution Reports
- Group health, life and dental coverage enrollment
- Supplemental insurance and deduction reports
- Work study work assignments
- Background checks – necessary for accurate identification for screening through the Florida Department of Law Enforcement (FDLE)
• FICA Alternative Plan Participation for Part-time Employees (Bencor)
• Special Pay Plan Participation for Qualified, Full-time Retiring Employees (Bencor)

Providing your Social Security Number is a condition of employment at SJR STATE.

STUDENTS

Admissions

Federal legislation relating to the Hope Tax Credit (*Title 26, Internal Revenue Code*) requires that all postsecondary institutions report student SSN’s to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College for this purpose, but the IRS is then authorized to fine the student.

In addition to the federal reporting requirements, the public school system in Florida uses SSN’s as a student identifier (*Section 1008.386, F.S.*). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All admissions applications, Affidavits Regarding Home Schooling for Admission to Post Secondary Educational Institution, Former High School or College Transcript Request Forms, Letters of Intent for Athletic Scholarships, Continuing Workforce Education (PSAV) Registration/Application Forms, and the Adult Education Registration/Application Forms will request the student’s SSN.

Financial Aid

A student’s SSN is required for the following financial aid purposes: The United States Department of Education’s (USDOE) Free Application for Federal Student Aid (FASFA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender/servicer/guarantor. Forms for processing and reporting financial aid include:

• Federal Work Study
• Worksheets A,B,& C
• Financial Aid Consortium Agreement
• Authorization for Use of Federal Title IV Funds
• Appeal for Reinstatement of Financial Aid

SJR STATE collects a student’s SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.
If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website for reporting purposes.

**Workforce Programs**

Programs, funded through Workforce Innovation Act (WIOA) use your SSN as an identifier for program enrollment, completion, retention and placement. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, the Department of Economic Opportunity (DEO) requires that all participants and their program related activities be recorded in the Florida state system. In addition the Florida Department of Education maintains the continuing program of information named Florida Education and Training Placement Information program as specified in Section 1008.39 F.S.

**Corrections**

SJR STATE collects SSN to verify eligibility of Corrections students to sit for the state correctional certification exam through the Florida Department of Law Enforcement.

**Emergency Medical Technician**

SJR STATE collects SSN to verify eligibility of Emergency Medical Technician students to sit for the National Registry Emergency Medical Technician through the Florida Department of Health and Human Services.

**Paramedic**

SJR State collects SSN to verify eligibility of Paramedic students to sit for the National Registry Emergency Medical Technician Paramedic through the Florida Department of Health and Human Services.

**Law Enforcement**

SJR STATE collects SSN to verify eligibility of Law Enforcement students to sit for the state law enforcement exam through Florida Department of Law Enforcement.

**Nursing**

SJR STATE collects SSNs to verify eligibility of nursing students to sit for the state licensure exam for the State Board of Nursing.

**Radiography**

SJR State collects the last 4 digits of students’ SSNs to send to the Florida Department of Health – Division of Medical Quality Assurance to identify students who have completed the Radiologic Technology Program at St. Johns River State College and will be applying for a State of Florida license as a Certified Radiologic Technologist following successful completion of the American Registry of Radiologic Technologists national certification exam.
Respiratory Care
SJR STATE collects SSNs to verify eligibility of respiratory care students to sit for the state licensure exam for the National Board of Respiratory Care (NBRC), credentialing and exam through the Board of Respiratory Care, Florida Board of Medicine/Respiratory Care.

Contractors/Vendors
SJR STATE collects contractor/Vendor SSN information in order to file the required information returns with the Internal Revenue Service, as required and authorized by Federal law.

Generated ID numbers
The College has transitioned from the use of SSN to a generated ID number as a unique identifier. Currently, a variety of forms in the area of Admissions and Financial Aid, and Human Resources ask for either a generated ID or SSN. For Statutory Reference see Appendix I.

Appendix I
State and Federal Statutes and Regulations
That Mandate or Authorize the Use of Social Security Numbers

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Amended 8/5/10, 5th Revision
Amended 04/2012, 6th Revision
4.15 Vending Machine Reimbursement

**PURPOSE:**
The purpose of this procedure is to establish definitions and procedures for administering vending machine reimbursement on campuses where the college controls the vending operation.

**PROCEDURE:**
1. Individuals will report to the Student Activities Coordinator when money is lost in the vending machine.
2. Student Activities Coordinator completes the Vending Machine Reimbursement Form and records on the reimbursement form the machine type (snack, Pepsi and Coke), and the machine number.
3. Student Activities Coordinator requests the student to sign the reimbursement form.
4. The Student Activities Coordinator will then sign for approval on appropriate line.
5. Student Activities Coordinator sends the student to the Business Office switchboard operator with the form to process reimbursement.
6. Student Activities Coordinator will immediately place an “Out of Order” sign on the machine that is defective.
4.16 Cashier Procedures

**PURPOSE:**
The purpose of this procedure is to establish guidelines for the deposit of all institutional funds received by cashiers at the College that will ensure that all cashiers prepare deposits in a timely and uniform manner, so funds can be receipted to the College’s books and transported to the bank in an efficient manner. This procedure ensures appropriate stewardship of public funds, protects employees from risk by following policies and procedures and provide for the safekeeping and accurate deposit of funds. The main purpose of this procedure is to establish and document the flow of cash and cash receipts, and provide guidelines for the proper management of monies for those employees responsible for receiving, handling, and safeguarding cash and cash equivalents.

Scope: Provide direction for campus departments in the handling of College funds following proper internal controls related to cash handling.

**PROCEDURE:**

**SECTION 1. DEFINITION**
The following terms used in this procedure have the meaning as defined:
1. **Monies** – Money in any form including paper currency and (coins) checks, wire transfers, credit card settlement reports, ACH (direct deposit), other electronic funds transfer, etc. Also referred to as cash or cash receipts.
2. **Cashier** – All campus employees or individuals receiving cash and cash equivalent payments (employees charged with cash handling). OR All campus departments receiving cash deposits and payments.
3. **Cash Receipts Record Form** – A written or computer generated acknowledgment that a sum of monies or specified article has been received; the paper that provides the audit trail of the monies.
4. **Cash Drawer Balancing Form** – The form that contains the cashier’s name, Banner session number, campus location, itemized amounts of currency and coin, and beginning and ending cash drawer balance.
5. **Personal Check** – A written order payment on demand, drawn on a bank by a depositor; a personal check written against an individual’s checking account.

**SECTION 2. OVERVIEW AND GUIDELINES**
• All incoming monies should be acknowledged by receipt when accepted or received by mail, and forward to the College cashier’s office for processing within one business day, using the College Cash Receipts Record form, if unable to print a computer generated receipt, to indicate where the funds should be deposited.
• Monies should never be left unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
• Unauthorized persons should not be allowed in areas where cash is handled.
• If possible, doors should be locked at all times in areas where cash is handled.
• Larger sums of cash should be counted and handled out of sight of the general public. The only exception would be when a student presents themselves to the window with a large sum of cash to pay his/her tuition or other debt to the College.
• Individuals should keep working cash funds to a minimum at all times. Excess funds should be in a locked device or deposited in the cashier’s office.
• Cash received must not be used for making change, petty cash purposes, etc. Expenditures or refunds cannot be made from cash receipts.
• For overnight storage and during other periods when cash is not being used, it should be kept in a safekeeping device, either a safe, locked container or drawer.
• Under no circumstances should an individual keep the College’s cash with their own personal funds, deposit college funds in a personal bank account or take College funds to one’s home for safekeeping.
• All currency received from walk-in customers, is to be receipted immediately on sequentially pre-numbered cash receipts whether hand written or computer generated. Currency should be counted in the presence of the person presenting it for payment. A copy of the receipt should be given to a walk-in customer. No foreign currency is ever accepted.
• Documents enclosed with mail are to be date stamped and recorded payments in a check log by the employee opening the mail and given to the Accountant or cashier in Business Affairs.
• Every check or money order must be reviewed for completeness as follows:
  * Verify that Account holder’s name, address and phone number is included on the check and if not, the cashier shall write the information on the check prior to the check being deposited. A daytime phone number is preferred on the check.
  * Verify that the person’s name printed on the check by the financial institution is the same person presenting you the check. This verification should be done by obtaining the check presenter’s valid state driver’s license or state ID card. The verification method must be documented on the front of the check by writing the state the ID was issued in and the identification number (i.e. Florida Driver’s license # P123-456-82-222-1). In addition, the student’s ID # at SJR State (i.e. X00123456) must also documented on the front of the check. Note that if a student is paying a fee that does not require them to have a SJR State ID #, only the valid state driver’s license or state ID card is required to be documented on the front of the check.
  * Verify that the check has a bank name listed, and that the routing number, customer’s bank account number, and check number are encoded on the bottom edge of the check.
  * Note the date. Do not accept a post-dated check (check with a future date) or agree to hold the check for future deposit.
* Verify that amount written in numbers matches amount written in words. If different, make special note on the cash receipt so that the cashier’s office can handle appropriately. In general, banks will honor the written amount over the numerical amount.

- Daily deposits should be made, when possible, to reduce the amount of cash on hand and possible loss from burglary.
- If departments, due to unusual circumstances, find they are unable to comply with the next business day deposit requirement on a particular day, the reasons should be documented and retained in department files. This information may prove beneficial to the department in the event of an audit. These exceptions should not happen very often.
- Cashier drawers must be balanced each day a cashier conducts transactions. The balancing process must be documented on the College’s Cash Drawer Balancing Form along with the cashier’s and verifier’s signature.
- In the event that a cashier’s drawer is over or short for the day, it must be reported to the Controller immediately. Cashier drawers that do not balance should never be put in the vault until the discrepancy is located.
- Guidelines for sending currency and coin to cashier’s office for deposit:
  * Bills should be “faced” (all facing front and right side up), clipped or banded in a bundle. This allows for more accurate recounts.
  * Coins can be accepted in an envelope.
  * All monies sent to the cashier from another campus should be forwarded in a lock bag.

**SECTION 3. FORMS**

1. Cash Receipts Records Form
2. Check Register Log
3. Cash Drawer Balancing Form
4.17 Identity Theft Prevention Program


Purpose: This Program is intended to identify third party arrangements and “red flags” that will alert College employees when new or existing billing accounts are opened using false information, protect against the establishment of false student accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events. Within the context of this procedure, “Red Flag” means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Scope: This procedure applies to “covered accounts,” credit report usage, and third party service arrangements within the Identity Theft Red Flags rule.

1. Scope and General Guidelines:

“Covered Accounts” under the Red Flags Rule is a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly, or multiple payments in arrears, in which a “continuing relationship” is established. Certain payment arrangements, such as payment of tuition in full at the beginning of each semester either by the student’s family or through a third-party student loan provider (see also, section 3 “Oversight of Third Party...”), does not meet the "continuing relationship" standard in the "covered account" definition. SJR State considers the following to be the types of accounts the College has that fall under the definition of covered accounts:

- Refund of credit balances involving loans,
- Refund of credit balances without loans,
- Direct Deposit information,
- 1098-T information,
- Delinquent Accounts sent to a Collection agency,
- Contracted agreements including third-party arrangements,
- Student computer accounts,
• Employee computer accounts,
• The College is considered a "creditor" under the Red Flags Rule because it offers institutional loans to students, faculty, and staff in cases of extreme emergency. NOTE: This is different from the third party tuition payment plan that is outsourced to Sallie Mae.
• “Identifying Information” is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including:
  o Name
  o Address
  o Telephone
  o Social Security Number
  o Date of birth
  o Driver’s License
  o Identification Number (X Number)
  o Government Passport
  o Admissions Application
  o FAFSA Application
  o High School, College, GED, or HSED Transcripts
  o Official Test Scores
  o Criminal Background Checks
  o Military Service Records
  o Health Insurance Information
  o Credit Card Numbers
  o Computer Account Passwords
  o Immunization History
  o Alien Registration Number
  o College Internet Protocol addresses

Broad categories of “Red Flags” include the following:
• Alerts – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies,
• Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied,
• Suspicious Personal Identifying Information – such as discrepancies in address, Social Security Number, or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information,
• Unusual Use or Suspicious Account Activity –such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges, or
• Notice from Others Indicating Possible Identify Theft –such as the institution receiving notice from a victim of identity theft, law enforcement, or another account holder reports that a fraudulent account was opened.

2. Responsibilities and Delegation of Authority:
This Program is intended to identify red flags that will alert College employees when new or existing billing accounts are opened using false information, protect against the establishment of false student accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events.

The Vice President for Finance and Administration/CFO is responsible for the oversight of the Program and is also responsible for the development, implementation, administration, and annual review of the Program.

3. **Internal Risk Assessment:**

St Johns River State College has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing students to create a fraudulent account and evaluate if current (existing) student accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. This risk assessment also includes third party service arrangements. Using this information the College was able to identify areas of highest risk for review and compliance:

- New accounts opened In Person,
- New accounts opened via Web,
- Account information accessed In Person,
- Account information is accessed via Web Site,
- Delinquent accounts placed with an outside collection agency, and
- Accounts utilizing outsourced tuition payment plan provider.

4. **Oversight of Third Party Service Providers:**

The College will, as part of its contracts with third party service providers (for example, collection agencies and tuition payment plans), require as part of the contract that these providers have policies, procedures and programs that comply with the “Red Flag” Rule. Further, Service providers must notify the College of any security incidents they experience, even if the incidents may not have led to an actual compromise of the College’s applicant data.

5. **Identifying Red Flags:**

The College adopts the following “red flags” to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated as necessary.

**Suspicious Documents:**
- Identification document or card that appears to be forged, altered or inauthentic,
- The photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification,
- A request for service that appears to have been altered or forged,
- A request made from a non-college issued e-mail account, and
- A request to mail something to an address not listed on the file.
Suspicious Identifying Information:
• Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates),
• Identifying information presented that is inconsistent with other sources of information (example: address mismatch on personal documents),
• Identifying information presented that is the same information shown on other applications that were found to be fraudulent,
• Identifying information presented that is consistent with fraudulent activity (example: invalid phone number or fictitious billing address),
• Social security number presented that is the same as one given by another person,
• A person fails to provide complete personal identifying information on a deferred payment plan when reminded to do so,
• A person’s identifying information is not consistent with the information that is on file for the student,
• Applicant fails to provide all information requested, or
• Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet.

Suspicious Account Activity:
• Account used in a way that is not consistent with prior use,
• Mail sent to the student is repeatedly returned as undeliverable,
• Notice to the College that a student is not receiving mail sent by the College,
• Notice to the College that an account has unauthorized activity,
• Breach in the College’s computer security system, or
• Unauthorized access to or use of student account information.

Alerts from Others:
• Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

6. Detection of Red Flags:

• Refund of credit balances involving loans,
• Refund of credit balances without loans,
• Emergency Loans,
• Perkins Loans,
• Direct Deposit information,
• 1098-T information,
• Delinquent Accounts sent to a Collection agency,
• Contracted agreements including third-party arrangements,
• Student computer accounts, or
• Employee computer accounts.

7. Student Enrollment:
In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, academic records, home address or other identification, and
- Verify the student’s identity at time of issuance of student identification card (review government-issued photo identification or other personally identifiable information)

8. **Existing Accounts:**

In order to detect any of the Red Flags identified above for an existing covered account, College personnel will take the following steps to monitor transactions on an account:

- Verify the identification of students if they request information (in person, via telephone, via facsimile, via email),
- Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes, and
- Verify changes in banking information given for billing and payment purposes.

9. **Response to Attempted/Suspected Fraudulent Use of Identity:**

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to their appropriate Vice President and the VP for Finance and Administration/CFO. College personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

**Internal Notification --** Any College employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify their Vice President for Finance and Administration/CFO.

**External Notification (Affected Individual) –** The College will notify the affected individual(s), if possible, of any actual identity theft. The following information will be included in the notice:

- General information about the incident,
- The type of identifying information involved,
- The College telephone number that the affected individual can call for further information and assistance,
- The local Law Enforcement Agency with proper jurisdiction,
- The Federal Trade Commission (FTC) Telephone Number: 877-438-4338 and the FTC ID Theft website: [http://www.consumer.gov/idtheft](http://www.consumer.gov/idtheft), and
• Advise affected individual to place fraud alerts on their credit reports by contacting the Credit Reporting Agencies:
  o Equifax: (800) 525-6285 or http://www.equifax.com
  o Experian: (800) 397-3742 or http://www.experian.com
  o TransUnion: (800) 916-8800 or http://www.transunion.com

Method of Contact:
• Written Notice -- Certified mail to last known “good address” if identity theft involves alteration of correct address of record.
• Telephone -- Provided the contact is made directly with the verified, affected person and appropriately documented.

Local Law Enforcement -- In all cases, the College will notify Campus Security and Local Law Enforcement having proper jurisdiction of any attempted or actual identity theft.

10. Prevent and Mitigate:

• Continue to monitor a Covered Account for evidence of Identity Theft,
• Contact the student or applicant (for which a credit report was run),
• Change any passwords or other security devices that permit access to Covered Accounts,
• Not open a new Covered Account,
• Provide the student with a new student identification number,
• Notify the Program Administrator for determination of the appropriate step(s) to take,
• Notify law enforcement,
• File or assist in filing a Suspicious Activities Report (“SAR”), or
• Determine that no response is warranted under the particular circumstances.

11. Protect Student Identifying Information:

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:
• Ensure that its website is secure or provide clear notice that the website is not secure,
• Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information,
• Ensure that office computers with access to Covered Account information are password protected,
• Avoid use of social security numbers,
• Ensure computer virus protection is up to date, and
• Require and keep only the kinds of student information that are necessary for College purposes.

12. Employee Training:
The College will implement periodic training to emphasize the importance of meaningful data security practices and to create a “culture of security.” The College acknowledges that a well-trained workforce is the best defense against identity theft and data breaches.

- Annually, explain the Program rules to relevant staff, and train them to spot security vulnerabilities, and update them about new risks and vulnerabilities,
- Inform employees of College “Procedure for Safeguarding Confidential Information,”
- Inform employees of College’s Ethics and Anti-Fraud Policies and Procedures,
- Inform employees of FERPA Guidelines, and
- Advise employees that violation of the College’s security policies is grounds for discipline, up to, and including, dismissal.

13. Identity Theft Prevention Program Review and Approval:

The VP for Finance and Administration/CFO will review the program at least annually, or after each and every attempt at identity theft. A report will be prepared annually and submitted to the President to include matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.
4.18 Requisitioning
No employee of the College will purchase anything for the College except through established requisitioning/purchasing procedures.

Steps to Purchasing

Non P-card Process:

1. Identify the commodity or service needed, and a vendor who provides the best value for the College.
2. Verify all requirements of the SJR State Competitive Solicitation Procedure have been met.
3. Prior to engaging a vendor to provide goods or services to the College, departments are responsible for initiating a purchase requisition and allowing adequate time for such requisition to flow through the approval and purchase order process.
4. Once the requisition goes through the approval process a Purchase Order (PO) is generated. The PO will be disseminated by the purchasing department to the vendor, unless an alternative arrangement has been made and approved with the Purchasing Department.
5. When possible, the Purchasing Department will ensure that the vendor knows that the PO number should be on the invoice as this is the College’s official contract authorizing the purchase. Additionally the Purchasing Department will instruct the vendor to send the invoice directly to the Accounts Payable Department.
6. Departments initiating the ordering of goods or services must provide the vendor with the Purchase Order number and instruct them to place that number on the invoice. Invoices without purchase orders may be subject to non-payment.

P-card purchase Process

1. Ensure adequate budget exists before incurring any transaction charges.
2. Ensure the transaction is an authorized purchase (allowable p-card transaction).
3. Once the transaction is complete, immediately prepare a requisition on the system and submit the receipt with the R# to the Accounts Payable Department.

Requisitions/purchases totaling $5000.00 or more must be approved by the President. Any employee resorting to unauthorized purchasing procedures may be held pecuniarily liable for the amount of such purchase.
4.19 Bank Reconciliation Procedure

Purpose:
To establish procedures related to the reconciliation of bank accounts maintained by St. Johns River State College.

Overview:
The College currently maintains multiple bank accounts to support its cash revenue and disbursement activities. Certain accounts are clearing-type accounts that maintain a zero balance. Those accounts are all linked to a master account to fund items clearing the accounts. It is the responsibility of the Business Office’s Accounting staff to reconcile the bank accounts to the statements of the College’s financial institution monthly, and to track all outstanding items, including discrepancies to satisfactory resolution in a timely manner. Proper segregation of duties must be adhered to such that persons reconciling bank accounts are separate from those who receive or record cash. This document sets general guidelines for Accounting staff to follow in reconciling bank account(s) to the College’s financial records.

Definitions:
Bank Account – A mechanism which allows for custody of money and the payment of money from that account, on the instructions of the holder of the account. The College’s bank accounts are maintained at a state Qualified Pubic Depository which maintains FDIC insurance.

Responsibilities:
Accounting staff are solely responsible for all activities relating to the bank reconciliation of the College bank accounts, including but not limited to:

- Comparing bank statements to cash general ledger account balances recorded in Banner.
- Performing the reconciliation of any outstanding items or unbalanced accounts within 30 days after month-end closing.
- Reviewing and reconciling all outstanding checks and unposted receipts.
- Recording journal entries into the general ledger as needed based on the reconciliation.
- Notifying the bank of any errors that require the bank to adjust their records.

General Procedures:
Master Bank Account Reconciliation
On a daily basis, Accounting staff retrieves all master account activity by way of our online banking module which is only accessible by individual user name and password. That activity is then compared to activity in our Banner general ledger account. All outstanding items appearing on one source document but not the other due to timing, are then listed on the reconciliation spreadsheet. The reconciliation spreadsheet for the month-end, along with supporting documentation, is then reviewed and signed by the College’s Controller or Chief Financial Officer.

Zero Balance Account Reconciliations (ZBA’s)
On a monthly basis, bank statements are printed by way of our online banking module for the various ZBA’s. Also, transaction activity for these accounts is downloaded from the online banking module and then uploaded to Banner. A reconciled and cleared items report is then generated by the Banner account reconciliation software. All outstanding items appearing on one source document but not the other due to timing, are then listed on the reconciliation spreadsheet. The reconciliation spreadsheet, along with supporting documentation, is then reviewed and signed by the College’s Controller or Chief Financial Officer.

Abandoned Property
The reconciler for the check-issuing accounts submits the outstanding check list to Accounts Payable for vendor check review each month, or to the Payroll Department for outstanding paycheck review. Typically, outstanding checks greater than 60 days are researched to determine if the check has been received by the payee. If the check has not been received by the payee, a stop payment is placed on the check and a new check is issued. Checks that become outstanding greater than 180 days are moved to a special liability holding account until the check clears, or the check becomes abandoned property as defined by Florida Statutes. An Accountant prepares the Annual Report of Property Presumed Abandoned Report for filing with the Department of Financial Services. Pursuant to Section 717.117, F.S., a report of unclaimed property is required for all payroll checks not cashed for one year after issuance, and all accounts payable checks not cashed for five years after issuance. The report must be filed before May 1 of each year for the preceding calendar year. Funds for reimbursement checks of Federal Financial Aid not cashed within 6 months of issuance are returned to the Federal Department of Education.
4.20 Financial Statement Preparation Procedure

Purpose:
To establish procedures for the accurate generation of financial statements for St. Johns River State College.

Procedure:
1. The District Board of Trustees reviews and approves the unexpended plant fund budget and the unrestricted fund budget prior to the start of the fiscal year. While not required by Florida Statutes, budgetary information is also shared with the Board of Trustees for the Current Restricted and Auxiliary Funds.

2. Every month, the District Board of Trustees is presented with and approves a balance sheet for unrestricted funds, restricted funds, agency funds, and the unexpended plant funds. In addition, a budget to actual summary of income and expenditures is presented and approved for both the unrestricted and restricted current funds.

3. At the end of the fiscal year, the controller coordinates the year-end process to generate timely financial statements that will fairly represent the financial performance and outcomes of the college for the fiscal year in accordance with generally accepted governmental accounting standards. Additionally, the controller is responsible to ensure that the internal control structure in operation over financial reporting and compliance includes requirements to prevent material misstatement.

4. The controller generally does the following to produce timely financial statements able to ensure an unqualified audit opinion:
   a) The controller notifies the Director of Auxiliary Services and the Director of Business Services generally by April of the dates inventories need to be completed by.

   b) The controller has an Excel list of all items to be completed for year-end that is updated for each year-end generally by June 1st. Each item is assigned to the appropriate person and is given a date range for expected completion.

   c) The accounting manager organizes the counting of all cash on hand on June 30th or the last working day prior to June 30th by someone other than the custodian of
the cash fund. On this same day, fiscal transactions are suspended at some point in the morning so that student transactions are fed to finance and a copy of the ERP database is made to ensure a stagnant set of data to work with for the final reconciliation between the student and finance modules of the ERP.

d) The controller works with accounts payable staff to ensure invoices for goods and services received prior to June 30th are paid by the last working day of June. Similarly, the controller works with payroll staff to insure that all time worked in June is recorded in a June payroll session. Between the last June payroll and the first July payroll, the compensated leave liability report is run and reviewed by the controller.

e) The accounting manager works with the grant managers to closeout grants for yearend by setting up receivables for remaining grant funds needing to be received to cover expenditures already made. The accounting manager prepares the schedule of revenues and expenditures to support the Schedule of Expenditures of Federal Awards (SEFA). The accounting manager also prepares the SEFA and forwards it to the controller for review and approval.

f) The accounting manager zeroes out remaining budgets for the restricted student activities accounts to ensure no remaining budget funds roll to the new fiscal year.

g) The purchasing coordinator identifies purchase order encumbrances which are appropriate to roll into the next fiscal year. The controller is provided with appropriate documentation related to those identified encumbrances. The purchasing coordinator liquidates all remaining encumbrances, as well as outstanding requisitions and any incomplete documents in banner.

h) The Controller utilizes the trial balance information from system printouts to enter data into excel files that were previously designed to produce financial statements in the current GASB 35 format for financial presentation of what are essentially the balance sheet, income statement, and statement of cash flows. Once the statements are balanced, the notes to the financial statements (including required supplementary information) are prepared as well as the required state file is prepared. Tables from the state file are then used as part of the graphical presentation in the Management Discussion and Analysis section of the financial statements. The statements and all exhibits are then proofed to each other by the Controller and Chief Financial Officer to check for inconsistencies and corrections.
4.21 Preparing an Indirect Cost Proposal Procedure

Preparing an Indirect Cost Proposal

1. The College needs to maintain a federally approved indirect cost rate and to do so requires the preparation of an indirect cost proposal at the end of the term of the College’s rate agreement.

2. The preparation of an indirect cost proposal requires knowledge of the College and its financial statements and systems in addition to knowledge of federal Uniform Guidance rules regarding cost principles, allowable and unallowable costs. This procedure has defined the unallowable costs that are typical to this college in II.B.3.

3. The following is the recommended method to complete an indirect cost proposal for St. Johns River State College (SJRSC). Alternatively, the College may choose to utilize the services of a third party to both compile the proposal and negotiate an optimal rate for the College, in which case the College will provide the necessary financial and operational data to the third party as requested.

   a. Obtain the audit report for the year that is stated in the rate agreement that SJRSC needs to submit a proposal for.

   b. Populate the Indirect Cost Excel workbook template with data from the annual financial report. The excel workbook contains the annual financial report reconciliation, expenditure reclassifications (Schedule 1), adjustments (Schedule 2), and all other worksheets that assist in building the indirect cost proposal short form. The workbook file links the worksheets together to facilitate data consistency.

   c. Perform a reconciliation of the college’s records for the year to the amounts reported in the audit report. Look at the previous proposal submitted to see the format and obtain the files from the preparer of the previous proposal. The reconciliation is performed on expenditures by function so reports by Banner Org number are needed.

   d. The adjusted totals from the general ledger will flow to Schedule 1. On Schedule 1 of the indirect cost proposal, SJRSC generally makes adjustments to reclassify costs from one function to another. The reclassification adjustments are explained in a narrative attachment which is included with the submission of the proposal to the appropriate Federal
agency. In addition, detailed spreadsheet presentations are maintained that show itemized costs being transferred between functional categories.

e. The reclassified expenditures from Schedule 1 are the starting point for Schedule 2 of the indirect cost proposal. It is on Schedule 2 that unallowed costs, the federal share of college work-study and other unallowable costs are subtracted from expenditures so that they are not included in either the pool or base of the expenditures used to calculate the indirect cost rate. The indirect cost rate is calculated on this Schedule 2 automatically after the adjustments are made. The adjustments are explained in a narrative attachment included with the proposal submission to the appropriate Federal agency.

f. Other information is also needed to support the supplementary schedules as follows:

1. A copy of the current organization chart for the college.
2. A copy of the Schedule of Expenditures for Federal Awards (SEFA) to include a copy of the reconciliation between college records and the financial statements and copies of award letters to demonstrate award and CFDA number.
3. A copy of the college financial audit.
4. A copy of the Accounts by General Ledger Code from the college’s annual financial report.
5. A summary description of the college’s fringe benefits.
6. A narrative description of the college’s administrative functions.
7. A reconciliation of general and administrative salary expenses charged to organizations in the institutional support function to the positions and expense per position. The expenditure totals in each presentation should be the same. The totals of this schedule should reconcile to the reconciled expenses on Schedule 1.
8. Current expense and capital outlay expenses within the institutional support function should be prepared so that the reviewer can see the type of costs going into the pool to be recovered. The totals of this schedule should reconcile to the reconciled expenses on Schedule 1.
4.22 Grant Procedures – Cash Management

Purpose: To establish cash management procedures for federal and state grant awards.

Procedure:
A. Cash management options defined for grants
   1. Advance Payments – Amount requested to be paid limited to amounts needed to meet immediate cash needs.
   2. Working Capital Advance – Amount requested to be paid is based upon estimated disbursement needs for a period of time.
   3. Reimbursement – Amount requested to be paid was previously paid in full by SJR State (generally within 30 days of initial payment).

B. SJR State generally draws federal funds from either the federal government (G5) or from the State (FLAGS) on a reimbursement basis. Occasionally, other systems are used for one-time or ad-hoc grants. The following is an overview of the cash management procedures.
   1. The grant’s Project Manager, the Accounting Manager, and any other determined employees approve all allowable grant expenditures. SJR State pays for the approved expenditures through the college’s established payables and payroll processes.
   2. Grant expenditures are coded to unique organizations and funds that separate them from other college expenditures.
   3. A budget to actual expenditure report is reviewed by the Project Manager, Accounting Manager, and Director of Grant Development at least quarterly.
   4. Based on the expenditures on the Budget Status report and the Trial Balance report, the amount of the drawdown is calculated. The support for cash reimbursements is reviewed by the Controller for accuracy of calculation and completeness. When the support is deemed sufficient for the request, the Controller will sign the required certification statement and that will give the Accounting Manager the authority to actually drawdown cash in automated systems. For reimbursements of federal student financial assistance, the Controller relies upon the internal control systems in operation governing registration and federal financial aid administration. These systems are the responsibility of the Registrar and Director of Financial Aid respectively.
   5. A quarterly budget to actual grants report is presented to the Board of Trustees.
C. The general practice to fund grants on a reimbursement basis does not preclude SJR State for certain grants to seek advance payments or a working capital advance. When grant funds are drawn down in advance of anticipated expenditures, SJR State will do the following:

1. SJR State will minimize the time elapsing between the transfer of funds and the disbursement of those funds for grant related expenditures. SJR State will comply with the three day rule, which requires the expenditure of funds within three days of the receipt of such funds. Excess cash balances will be returned to the sponsoring agency after the three days have expired.
4.23 Gift Cards/Certificates Procedure

Definitions

The following items are considered to be gift cards/certificates:

1. Visa gift cards, Master Card gift cards, American Express gift cards, Discover gift cards.
2. Any store gift card or certificate that is redeemable for a large variety of commodities, such as grocery stores, department stores, home improvement stores, convenience stores, and online retailers.
3. Any gift card/certificate to restaurants.

Employees

St. Johns River State College departments may not use St. Johns River State College funds of any source to purchase gift cards/certificates to distribute to full or part time employees.

Internal Revenue Service regulations consider gift cards/certificates to be cash equivalents with federal tax requirements to both employees and employers. Therefore, St. Johns River State College does not allow the purchase and distribution of retail gift cards/certificates to full or part time employees.

Gift cards/certificates donated by a third party to be awarded to employees are subject to federal taxes. The employee’s name, college ID number, and face value of the gift must be emailed to Human Resources so applicable taxes can be accounted for.

Non-Employees

St. Johns River State College does allow the purchase of gift cards/certificates for non-employees with the following restrictions:

1. The gift card/certificate cannot exceed $25.
2. The gift card/certificate cannot be purchased from the General Operating Fund, unless approved by the Vice President of Administration and Finance/CFO.

3. The gift card/certificate generally cannot be purchased for a specific person unless being purchased under certain grant guidelines.

4. Gift cards/certificates can only be purchased for an event, and winners are limited to one gift per person, per event. For example, a department may purchase gift cards/certificates for a college event and award a gift to different individuals for 1\textsuperscript{st}, 2\textsuperscript{nd}, and 3\textsuperscript{rd} place winners.

5. The gift card/certificate cannot be awarded to a work-study student because they are considered to be an employee of the college.

6. Gift cards/certificates cannot be given in exchange for services.

7. Vice Presidents/Department Heads authorizing the purchase of gift cards/certificates are responsible for implementing proper safeguards and controls over the cards and certificates. In addition, a completed and signed Gift Card Form must be kept by the Vice President/Department Head to document receipt of the gift.

Gift cards/certificates should only be purchased as needed to avoid surplus gift card/certificate inventory.

If one individual receives multiple gift cards/certificates totaling more than $600 in a year, that information must be reported to the Controller who will initiate a 1099-MISC to the individual.
4.24 Contracts Procedure

Purpose:
This procedure delegates signature authority and review requirements for agreements and contracts, other than grants, customized training agreements, and facility rental agreements.

Definitions:
The words defined in this section shall have the meaning set forth below whenever they appear in the Operational Procedures Manual, unless the context in which they are used clearly requires a different meaning or a different definition is prescribed for a particular article or provision.

1. Affiliation Agreement – A contract wherein another entity provides a comprehensive learning experience including, but not limited to, nursing and other allied health students from the College within an internship setting on site at the other party’s facility; normally, neither entity has a financial obligation to the other.

2. Contract – A contract is any agreement, regardless of label, between the College and another entity or individual that creates mutual obligations that may or may not include the exchange of funds. Agreement, Letter of Intent, Letter of Agreement, and Memorandum of Understanding are examples of other labels frequently used for contracts. While use of different labels is acceptable, classification of contracts for the purpose of this procedure must be based on the definitions below regardless of such labels.

3. Customized Training Agreement – Training, courseware development, management training related services, or any other revenue generating contracts, normally with employers for the purpose of improving the job and academic performance of its’ employees or agents; usually, the training is specifically created for or provided by the client (the employer), an existing course is customized to some significant extent to meet the employer’s needs, or the training is delivered at client or other off-campus facilities. The College may take a financial risk on recovery of its expenditures and has an opportunity to earn surplus unrestricted funds. These contracts are frequently fixed price or fixed fee, and usually have a deliverable (project management, course delivery, courseware development, etc.).

4. End User License Agreement / Click Through Agreement – End User License Agreement is an electronically provided terms and conditions a user would accept in order to proceed, typically before downloading and/or using electronically provided software.
5. Facility Rental/Use Agreement – Standard agreement completed by outside organizations requesting use of College facilities. It may or may not include facility charges. This agreement is covered under Procedure 6.8.

6. Grant – Grants provide external resources to develop new initiatives and move the College forward to improve the learning and lives of our students. Grants are not “free money”. A grant award is a binding contract between the College and the funding agency. It has many strings attached, including programmatic goals and outcomes that must be met, and Federal, state and agency regulations that must be followed. Grants are processed through the College’s Grants Department.

7. Memorandum of Understanding (MOU) – A counter-signed document, regardless of label, with another entity for cooperation or collaboration toward some mutually desirable state or outcome.

8. Thrasher-Horne Center for the Arts (THCA) Contract for Performances or Events – Contract agreement related to performances or events at THCA.

**Procedure:**

Any agreement between St. Johns River State College (SJR State) and another party that obligates each party to either perform services or pay money is a Contract. All Contracts must be in writing and must designate “St. Johns River State College (SJR State)” as the party to the Contract. Contracts must be approved by the Senior Vice President/General Counsel and must be signed by the President (or designee – authority for which must be in writing from the President).

Any department may initiate an agreement with another party that will result in a Contract, or may receive a proposal from another party that will require a Contract. When a Contract is proposed, the originating department shall conduct a review of the content and purpose of the Contract to evaluate whether the subject of the Contract is consistent with the mission, goals and long range strategic planning of SJR State. The review may result in a determination to proceed with the Contract, not to proceed, or to seek additional information about the proposal.

If the originating department wishes to proceed with a proposed Contract, the initiating party shall complete the *Contract Routing and Approval Form*. The Director/Dean and the Vice President of that area will review and sign the Form. **The signature of each person attests that he or she has reviewed the Contract, to ensure compliance with bidding and purchasing requirements, financial aspects (including budget allocations), availability of funds, audit considerations, and concurs that it is appropriate to the mission of SJR State, and recommends its implementation.**

The Vice President who has approved the *Contract Routing and Approval Form* shall forward it and the proposed Contract to the Senior Vice President/General Counsel. The Senior Vice President/General Counsel shall review the proposed Contract to ensure statutory compliance and liability and risk management issues before signing the *Contract Routing and Approval Form*. It is the department’s responsibility to notify the Office of the Senior Vice President/General Counsel if the contract or agreement is time sensitive.
The Office of the Senior Vice President/General Counsel will send an original(s) of the Contract to the Office of the President for signature as authorized by SJR State College Policy.

The originals of fully executed Contracts shall be kept on file in the Office of the Senior Vice President/General Counsel or appropriate department. A copy of the Contract shall be forwarded to the originating Department. A database will be maintained containing information regarding contracts, including but not limited to, the parties to the contract, originating department, and contract period.

The originating department shall monitor compliance with the terms and conditions of the Contract as well as ensure contract amendments and renewals follow the processes outlined herein. The failure of the other party to fulfill its contract obligations or cure any deficiencies after notice and a reasonable period of time shall be reported to the Office of the Senior Vice President/General Counsel.

The President may authorize exceptions to this procedure.
PART FIVE - STUDENT PERSONNEL PROCEDURES
5.0 Student Personnel Procedures

The student personnel program of St. Johns River State College supplements the formal classroom instruction by guiding the student toward a greater appreciation of the skills and habits needed for a successful and meaningful life. The goal of the program is to offer comprehensive services designed to promote the greatest welfare of the student. Refer to Procedure #2.14, Student Employees, for additional information.
5.1 Programs
Student personnel services include the following programs:

5.1.1 Counseling/Advising
Through a program of orientation, academic advisement, career education, disability services, testing, and counseling, SJR STATE provides quality counseling/advising services in a comprehensive manner to promote learning and personal growth. The department offers opportunities for students to discuss their educational goals and the programs and courses available to help them meet those goals. The department also helps student understand the College’s rules, regulations and policies. Students also have access to information on transfer programs and how to best prepare to meet transfer/career requirements.

5.1.2 Financial Aid
In the form of loans, work assistantships, and scholarships.

5.1.3 Co-Curricular Activities
Designed to enrich the lives of the students and create a sense of identity with the College community, SJR STATE initiates and coordinates a variety of activities designed to enhance students’ connection to the college and campus life, as well as encouraging participation in and supporting campus clubs and organizations. All activities are developed to promote the social, physical, and educational well-being of students.

5.1.4 Student Government Association
The purpose of this organization is to provide students with an active voice in matters concerning the student body at large, to provide for good citizenship, to provide good campus leadership, to build campus morale, and to facilitate campus communications and direction through an experience in democratic living which is characterized by responsible communication and cooperative endeavor among students, faculty, and administrators, and through meaningful and total student participation.
5.2 Clubs and Organizations

5.2.1 General
Opportunities for individual growth and enhancing College spirit are provided through membership in scholastic, special interest, service, social, religious, and inter-scholastic organizations.

5.2.2 Student Organization Sponsors
Serving as a direct link between the respective student organization and the Vice President for Student Affairs and Executive Director, sponsors and co-sponsors are appointed by the College President for approved student clubs and organizations.

Sponsors are expected to take an active interest in the group with which they work and to promote student leadership and democratic principles. They should advise, counsel, and encourage, but should exercise authority only when clearly necessary and desirable.

Specific duties of a sponsor include:

a. Attending meetings and activities of the organization and serving as a chaperon at socials or other activities requiring chaperons.
b. Maintaining an annual accounting of financial records, historical records, documents including the constitution, and club possessions.
c. Questioning possible conflicts between proposed activities and College policies and interpreting such policies to the membership when necessary.
d. Securing class excuses for students missing classes for approved activities.
e. Assuring the administration that students on academic or disciplinary probation do not represent the College nor serve as officers of the organization.
f. Assuming responsibility for final decisions in internal controversial matters when the decision cannot be reached by normal democratic means.
g. Following the procedural guidelines in the “Clubs and Organization Handbook”.
5.3 Regulations and Policies

Policies and regulations concerning students are contained in the College Catalog, Student Handbook, Clubs and Organizational Handbook, and the Student Athlete Handbook. The College holds each student responsible for information in the College Catalog, Student Handbook, and designated areas on the College web site.

The College reserves the right to change any of its policies, regulations, programs or courses without notice, provided these changes are approved by Board of Trustees.
5.4 Graduation

Students can apply for and graduate in the Fall, Spring, Summer A, or Summer B term. SJR STATE conducts one graduation commencement exercise at the end of each Spring term. The commencement exercises are held in the auditorium of the Thrasher-Horne Center for the Arts on the Orange Park campus. Students must attend graduation rehearsal to participate in the commencement exercise. All college administrators and faculty are required to attend the ceremony. Adjunct faculty is not required to attend.
5.5 Athletics

A. General
St. Johns River State College is a charter member of the Association of Florida Colleges Activities Association and competes in the Mid Florida Conference. SJR STATE offers intercollegiate basketball and baseball for men, and intercollegiate volleyball and softball for women. SJR STATE is also a member of the National Junior College Athletic Association and competes in Region VIII of this organization. Current athletic schedules can be viewed on the web at http://www.SJR State.edu/athletics.html.

A. Overview of Facilities
St. Johns River State College maintains its athletic facilities on the Palatka Campus to include a weight room, basketball court, tennis courts, racquetball courts, baseball and softball fields. Use of these facilities is free for SJR STATE faculty and staff members outside of regularly scheduled team practice times or regularly scheduled games.

5.6 Athletics Drug Testing Procedure

- St. Johns River State College may randomly test a percentage of the roster athletes at least one time per month during the Fall and Spring academic calendar.
- The time each month for testing and the individual athletes to be tested will be determined randomly.
- Each sports team will submit a current roster of participating athletes to the Head Athletic Trainer. Those names will be subjected to a randomization process and an equal percentage of each sport will be chose to undergo testing.
- All athletes that have had a previous positive test or have given cause can be added to the list of athletes to be tested.
- All athletes will be notified by either the Athletic Director, Head Coach of their sports team, or the Head Athletic Trainer.
- Each athlete chosen to participate in testing must report to the appropriate testing facility, to be designated by St. Johns River State College at the beginning of the academic year, subject to change due to unforeseen circumstances. Refusal to participate will result in a “positive” test and appropriate actions will be taken.
- The athletes, at the time they are notified, will be transported by a representative of the Athletic Department to the testing facility. If the sample screens positive, a second sample may be tested to verify positive results.
• The designated athletes that are transported to the testing facility must remain on premises until they successfully provide a testing sample. If they leave the premises without providing a sample, it is to be considered a positive test.

• The student-athlete may have a witness accompany him or her to the testing to certify identification and to monitor the proceedings. Each specimen will be sealed under observation of the student-athlete and collector. The student-athlete will be assigned a personal code number, which will be recoded on the student athlete’s signature form and on the specimen bottle. A portion of the sample will be analyzed for the presence of drugs banned by the NCAA.

• The Head Athletic Trainer, Athletic Director, and Vice President for Student Affairs will be notified by phone of all positive results. All positive results will be reviewed by a MRO (Medical Review Officer) and verified before action is taken.
PART SIX - EDUCATION FACILITIES PROCEDURES
6.0 Compliance with Building Codes

The District Board of Trustees of St. Johns River State College shall ensure that all new construction, renovation, remodeling, day labor, and maintenance projects conform to the appropriate sections of the Florida Building Code, Florida Fire Prevention Code, or where applicable as authorized in law, other Building Codes and life safety codes [FS 1013.38 (1)]. As required in FS 1013.37, the Board of Trustees will also comply with the current State Uniform Building Code for Public Educational Facilities (SREF).
6.1 Educational Plant Survey; Localized Need Assessment

At least once every five years, the District Board of Trustees will approve an Educational Plant Survey prepared by the appropriate College staff and consultants if necessary [FS 1013.31 (1)]. The Educational Plant Survey will aid in formulating plans for housing the educational programs and anticipated student population, as well as faculty, staff, administrators and auxiliary and ancillary services of St. Johns River State College. The Educational Plant Survey will comply with the criteria set forth in FS 1013.31 (1) through (5) (b), rules of the State Board of Education set forth in 6A-14.0061, Chapter 6A-2 of the Florida Administrative Codes and the current SREF requirements. Once the Five Year Educational Plant Survey is approved by the Board, it will be forwarded to the Department of Educational Facilities for review and validation.
6.2 Employment of an Architect
Except as otherwise provided FS 1013.45 and FS 481.229, the District Board of Trustees will employ a Registered Architect for the development of plans for the erection, enlargement, or alteration of any facility on any of the College campuses or centers unless the cost of construction is less the $50,000 (fifty thousand dollars) [FS 1013.45 (4)]. Designated College officials working with the architect(s) shall continually evaluate the campus plan for the College and make specific recommendations and plans as are needed to implement the master plan. Such plans and recommendations, when approved by the Board, are forwarded to the appropriate state agencies in accordance with existing state regulations.

At the Board’s discretion, the Board may elect to employ a construction management entity pursuant to FS 1013.45 (1) (c) using the process defined in FS 287.055. At the Board’s discretion, the Board may also elect to employ a program management entity pursuant to FS 1013.45 (1) (d) using the process defined in FS 287.055. The Board may also elect to employ a “design-build firm” using the procedures delineated in FS 287.055 [FS 1013.45 (1) (b)].
6.3 Pre-qualification of Contractors

The College will pre-qualify bidders for construction contracts according to rules established by the State Board of Education in FAC 6A-2 and SREF which require the pre-qualification of bidders for educational facilities. The District Board of Trustees shall require that all construction or capital improvement bids be accompanied by evidence that the bidder holds an appropriate certificate or license or that the prime contractor has a current valid license [FS 1013.46 (1) (c)].

As required by current SREF requirements, the Board of Trustees adopts the following procedures for the pre-qualification of contractors:
1) St. Johns River State College shall pre-qualify construction contractors for a one-year period or for a specific project.
2) Contractors shall be pre-qualified by St. Johns River State College on the basis of the following criteria, and other criteria as determined to be appropriate by St. Johns River State College:
   a) Proof that the contractor holds a contractor’s license which authorizes the contractor to supervise the work within the scope of the construction project.
   b) Evidence that the applicant has financial resources to start-up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks pre-qualification. The written verification must be submitted by a licensed surety company rated excellent (or better) in current A.M. Best Guide and qualified to do business within Florida. St. Johns River State College may require the applicant to submit any audited or un-audited financial information necessary to evaluate an applicant’s financial ability to perform the project and to respond to damages in the event of default.
   c) Evidence of satisfactory experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or less cost or scope projects as shown by the successful completion within the past five (5) years of at least two (2) other projects of similar size.
   d) Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.
3) The St. Johns River State College procedure for pre-qualification of contractors shall:
a) Not restrict competition, or prevent the submission of a bid, or prohibit the consideration of a bid submitted by pre-qualified contractor.

b) Allow pre-qualification of any responsible contractor who meets the uniform criteria established in the State Requirements for Educational Facilities (SREF).

c) Govern the submission of financial information by contractors.

d) Provide for a Contractor Pre-qualification Review Committee to review and evaluate applications and make recommendations for type of project, dollar volume, and limits allowed within the scope of the pre-qualification.

e) Not supersede any small business, woman-owned or minority-owned business-enterprise assistance program adopted by St. Johns River State College.

f) Provide for the rejection of application which contain inaccurate information, declare a contractor delinquent, and suspend or revoke a pre-qualification certificate.

g) Provide for either the approval or rejection of each application for pre-qualification within sixty (60) days after receipt by the Board’s administrator.

4) Each contractor, firm or person requesting pre-qualification shall be required to submit separate applications that include, at a minimum, the following:

a) Detailed information on St. Johns River State College-prescribed forms setting forth the applicant’s competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement, and references.

b) Audited or un-audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operation, and bonding capacity.

c) General information about the contractor company, its principals, and its history including state and date incorporation.

d) Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.

e) A list of projects completed within the past five (5) years, including dates, client, contact name, contact phone number, approximate dollar value, and size.

f) Certificates of insurance confirming current worker’s compensation, public liability and property damage insurance as required by law.

g) A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor’s legal rights shall not be used as a basis for rejecting prequalification.

h) The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.

5) The St. Johns River State College may issue a certificate valid for one year or a specific project. The certificate shall include:

a) A statement indicating that the contractor may bid for projects during the time period specified, or may bid on the specific project, as appropriate.

b) A statement establishing the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor’s bonding capacity or ten (10) times the net quick assets.
c) A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the Board at any one time. The maximum value of each project may be up to twice the value of the largest project previously completed but shall not exceed the contractor’s bonding capacity or ten (10) times the net quick assets.

d) A statement establishing the type of work the contractor will be permitted to provide.

e) The expiration date of the certificate.

7) Certificates not for a specific project shall be subject to an annual renewal process.

a) Financial statements or written verification of bonding capacity on file with the Board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least thirty (30) days written notice by the Board, shall automatically revoke a pre-qualification certificate.

b) The St Johns River State College may allow pre-qualified contractors to request a revision of their pre-qualification status at any time they believe the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.

8) The decision to declare a contractor delinquent may only be made by the President and must be ratified by the Board at its next regular meeting following such decision by the President. Should a contractor be determined to be delinquent, after notice and an opportunity for a fair hearing, St. Johns River State College shall notify the contractor and its surety, in writing, that the contractor is disqualified from bidding work with St. Johns River State College as long as the delinquency status exists. A delinquent condition may be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:

a) A substantial or repeated failure to comply with contract documents after written notice of such non-compliance.

b) A substantial or repeated failure to provide supervision and coordination of subcontractor’s work after written notice of such failure.

c) Substantial deviation from project time schedules after written notice of non-compliance.

d) Substantial or repeated failure to pay subcontractors after St. Johns River State College has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.

e) Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.

f) Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.

g) Failure to maintain the required insurance coverage after written notice of such failure.

9) The St. Johns River State College may, for good cause, suspend a contractor for a specified period of time or revoke the pre-qualification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:

a) Inaccurate or misleading statements included in the application.

b) Declared in default by St. Johns River State College, including causes due to contractor’s noncompliance with St. Johns River State College small business, woman-owned or minority owned business-enterprise assistance program.

c) Adjudged to be bankrupt.
d) Performance, in connection with contract work, becomes unsatisfactory to St. Johns River State College based on St. Johns River State College asserting and recovering liquidated damages in action against the contractor.

e) Payment record, in connection with the contract work, becomes unsatisfactory.

f) Becomes delinquent on a construction project.

g) Contractor’s license becomes suspended or is revoked.

h) No longer meets St. Johns River State College pre-qualification criteria.

10) A contractor whose application has been rejected or whose certificate has been suspended or revoked by St. Johns River State College shall be given the benefit of reconsideration and appeal as follows:

a) The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of the appeal.

b) The St. Johns River State College shall act upon a contractor’s request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. St. Johns River State College may require additional information to justify the reconsideration.
6.4 Bidding of Construction, Renovation, and Remodeling Contracts

Unless otherwise authorized by law, all construction, renovation, remodeling and demolition projects will be competitively bid by District Board of Trustees; however, only those entities that have pre-qualified to bid on the particular project will be allowed to submit bids. The District Board of Trustees will issue an invitation to bid simultaneously to all pre-qualified entities. The invitation to bid will include a detailed description of the construction project; the time and date for the receipt of bids; the time and date for the opening of the bids in a public meeting; and all contractual terms and conditions applicable to the project including the criteria to be used in determining the acceptability of a bid. Bidders for the project will submit sealed bids by the established deadline and the bids will be opened by the College in a public meeting to which all bidders will be invited (FS 287.055).

The contract will be awarded by written notice to the responsible and responsive entity that submits the lowest responsive bid as provided in FS 287.055 (1) (b). If after taking into consideration all alternates, the bid of the lowest responsible and responsive bidder exceeds the construction budget, the Board of Trustees may declare an emergency. After stating the reasons why an emergency exists, the Board may negotiate the construction contract or modify the construction contract, including the specifications, with the lowest responsible and responsive bidder. If the contract is modified, the Board will resubmit the modified documents to the authorized state review authorities for compliance with all SREF and Building Code requirements. The Board may also reject all bids submitted at its discretion and may re-advertise calling for new bids. [FS 1013.46 (1) (a)]
6.5 Change Orders
The Board of Trustees vests in the President the authority to approve change orders on construction projects in the name of the Board up to fifty thousand dollars ($50,000). Approvals shall be for the purpose of expediting the work in progress and shall be reported to the Board of Trustees at the next regularly scheduled meeting of the Board for approval. The approval of each change order shall also be recorded in the official minutes of the Board meeting. Change orders in excess of fifty thousand dollars ($50,000) will require prior approval of the Board before the change order can be executed [FS 1013.48].
6.6 Guidelines for Contractual Provisions for Community College Construction Contracts

St. Johns River State College will require the following language in all construction contracts:

“When the contractor receives payment from the owner for labor, services, or materials furnished by subcontractors and suppliers hired by the contractor for the project, the contractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the contract, within 10 days after the contractor’s receipt of payment from the owner. When the payment due the subcontractor is for final payment, including retainage, the subcontractor must include with the invoice for final payment a conditional release of lien and all appropriate warranties and closeout documentation. When the subcontractor receives payment from the contractor for labor, services, or materials furnished by subcontractors and suppliers hired by the subcontractor, the subcontractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the contract, within ten (10) days after the subcontractor’s receipt of payment.”
6.7 Contracting for Architectural and Other Professional Services

When professional services are required for a project in which the basic construction cost is estimated to exceed $200,000, or for a planning or study activity when the fee for professional services exceeds $25,000 (F.S. 287.017): [F.S. 287.055 (3) (a)], the following procedures will be used by the College:

6.7.1 Public Announcement of the Project

a) The Vice President for Finance and Administration/CFO will ensure the project is advertised and will set forth in the advertisement a general description of the work to be done and services to be rendered. The advertisement for services must be published in at least one local newspaper.

b) The advertisement for services will solicit five (5) copies of a proposal that must include, but not be limited to:

1. Letter of interest.
2. Federal Government Standard Forms 254 and 255 Architect-Engineer Questionnaires, including in Section 8 of Form 255 the name, address, phone and contact person of the primary general contractor or construction manager of the proposed project, the name address, phone; and contact person for the proposed project, and in Section 10 the firm’s practice concerning affirmative action.
3. Certificates providing proof that insurance coverage as outlined in Section III F of this procedure, are in force.
4. Copies of State of Florida licensing board certificates for the firm and members of the firm.
5. A notarized statement of financial status. (The form of the statement is optional and could be in a form such as Dunn and Bradstreet, by a certified public accountant, or other.)
6. A Sworn Statement on Public Entity Crime, as required by F.S. 287.133 (3) (a).
7. An organizational chart listing personnel and consultants proposed for this project.
8. For each team member listed on item number 7, list the five (5) most recent projects that the team member participated in that are relevant to the proposed project in terms of scope, cost, use, etc.

6.7.2 Review of Proposals

a) The President or his or her designate, will appoint a three (3) to five (5) member review team to study the qualification data for each firm responding to the advertisement within the time limits specified.
b) After a complete study of all proposals and information, the review team will certify at least three (3) firms as most qualified.

6.7.3 Background Check
a) The Vice President for Finance and Administration/CFO will coordinate a background check on the three (3) most qualified firms.
b) In the event one of the first three (3) firms does not pass the background check, the next ranked firm will have a background check conducted and will be added to the final short list to be interviewed if the firm passes the background check.

6.7.4 Interview and Selection of Qualified Firms
a) The review team will interview each of the three (3) firms and rank the firms using evaluation forms prescribed by the Vice President for Finance and Administration/CFO.
b) The Vice President for Finance and Administration/CFO will take the review team’s recommendations to the Board. Based on the review team’s recommendations, the Board will approve or disapprove the ranking of the three (3) most qualified firms, and direct the staff to begin negotiations with the number one firm.

6.7.5 Negotiation and Professional Service Contracts
a) After the ranking of the firms has been approved by the Board, the Vice President for Finance and Administration/CFO and/or Senior Vice President/General Counsel and Executive Director, PAC will conduct fee and contract negotiations with the most qualified firm. The parties will:
   1) Agree upon the full scope of services to be supplied;
   2) Agree upon compensation.
b) When an agreement on the scope of services and fees is reached through negotiations, the Senior Vice President/General Counsel and Executive Director, PAC or Vice President for Finance and Administration/CFO will present the negotiated contract to the Board for approval.
c) In the event no agreement is reached with the firm ranked number one (1), negotiations will be conducted with the firm ranked number two (2).
d) In the event no agreement is reached with the firms ranked number one (1) or two (2), negotiations will be conducted with the firm ranked number three (3).
e) In the event no agreement is reached with the firm ranked number three (3), the selection process will start over from the beginning.

6.7.6 Insurance Requirements
All professional firms selected by the Board pursuant to the Consultants’ Competitive Negotiations Act, (F.S. 287.055), will carry and maintain during the period they are performing services for the College, and thereafter as referenced below, as a minimum, the following insurance coverage and limits:
a) Professional Liability Insurance in limits not less than one-million dollars ($1,000,000) per occurrence, covering errors, omissions or negligent acts with a per occurrence deductible not to exceed fifty-thousand dollars ($50,000). Such coverage will be
maintained for a period of three (3) years after the date of final payment to the architect or engineer.
b) Commercial Comprehensive Liability Insurance (including blanket contractual liability and completed operations, explosion, collapse and underground hazards) in limits of not less than one-million dollars ($1,000,000) per occurrence/two-million dollars ($2,000,000) aggregate, with no deductible, covering personal injury, bodily injury, and property damage. The Board of Trustees of St. Johns River State College will be named as an additional insured on the policy.
c) Comprehensive Automobile Liability Insurance, including owned, non-owned & hired, in limits of not less than five-hundred thousand dollars ($500,000) per occurrence, covering personal injury, bodily injury and property damage. The Board of Trustees of St. Johns River State College will be named as an additional insured on the policy.
d) Workers’ Compensation Insurance in compliance with F.S. 440 and Employer’s Liability with limits of five-hundred thousand ($500,000) each accident, five-hundred thousand ($500,000) disease liability coverage each employee, and five-hundred thousand ($500,000) disease coverage policy limit.
e) Valuable papers and records insurance in an amount of not less than one-hundred thousand dollars ($100,000) per occurrence, with no deductible to assure the substantial restoration of any plans, drawings, or other similar data related to the architect’s or engineer’s services which are in the care, custody or control of the architect or engineer.
f) Certificates evidencing that all of the above insurance coverage and limits are in force will be furnished to the Board before any services are performed, at all renewal times, and will require written notification to the Board at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.
g) All insurance will be with insurers authorized to do business in Florida and all non-self insured companies will have an AM Best Rating of A-VI or better.
h) If the architect or engineer should fail to provide or otherwise maintain the required insurance coverage and limits, the Board may purchase the insurance and hold the architect or engineer responsible for the cost thereof.
St. Johns River State College
Operating Guidelines and Procedures Manual

Procedure Title: Facilities Usage Procedure

Legal Authority – SJR Rule #s: 2.17

Procedure #: 6.8  IPC Approval Date: 12/2010

Date Revised:

6.8 Facilities Usage Procedure
St. Johns River State College, upon application and approval, makes its campus facilities (excluding THCA) available to organizations in the College’s service region and governmental entities for meetings or other events on a space available basis. St. Johns River State College is an educational institution provided and maintained by the people of the State of Florida. The public character of the College does not grant to individuals license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College’s buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups. All facilities are owned or controlled by the District Board of Trustees of St. Johns River State College and their use is administered centrally. The Board delegates the authority to the President to schedule College facilities, based on relevant policies and procedures. Facilities will be scheduled according by the following priorities:
1. Academic activities involving course credit
2. Academic activities other than course-related activities
3. Administrative department meetings and programs
4. College-sponsored activities as directed by the Office of the President
5. Athletic activities in which College students compete, other than club sports and intramurals
6. Student activities related to student clubs and organizations that are recognized by the College and in which College students participate
7. Co-sponsored activities
8. External activities

The following College facilities are available as space permits:
- Large lecture rooms
- General purpose classrooms
- Conference rooms
- College grounds, i.e. parking lots and patio areas
- Florida School of the Arts Auditorium

Availability of Facilities
St. Johns River State College continues to experience increased enrollment and a need for classroom space along with space for student activities; therefore, the College reserves the right to cancel a scheduled facility reservation should activities of the College require use of the space. Organizations seeking a guaranteed venue that cannot be cancelled should seek to reserve facilities elsewhere. If it becomes necessary for St. Johns River State College to cancel a facility reservation, every attempt will be made to relocate the event to another area or to
reschedule within thirty (30) days, based on availability of facilities. The College’s mission of serving our students is SJR State’s top priority and meeting the needs of our students comes first. Facilities are not available on legal or College holidays, or during registration and exam periods. Events cannot interfere with the normal operation or educational programs of the College. The use of College facilities will be automatically cancelled when the College is closed, due to inclement weather.

Reservation of Facilities
A facilities application must be completed, submitted and approved by the College’s President in order to reserve space at our Palatka, St. Augustine, and Orange Park Campuses (excluding THCA). A copy of the approved application will be provided to the event sponsor. Individual SJR State faculty and staff members do not have the authority to grant facilities usage requests. Verbal reservations are not binding. Reservations should be submitted at least thirty (30) days prior to a desired event.

The College requires all non-College groups to provide proof of liability insurance, and an indemnification agreement. Proof of liability insurance and the indemnification agreement must be filed and approved by the Office of the Senior Vice President/General Counsel and Executive Director, PAC before any facility or property can be approved for outside use. Use of College facilities by outside users requires combined single limits of liability of at least $1,000,000 and a certificate of insurance naming the Board of Trustees, on behalf of the institution, as additional insured. Only the President or his/her designee can reduce or waive this insurance requirement. In any event, the certificate of insurance, letter of self-insurance, or waiver should be on file prior to the scheduled event.

Criteria Used for Approval of Requests
In general, requests for space may be approved if:

- The sponsoring organization is a public agency or a nonprofit private organization.
- The function planned does not duplicate or conflict with the College programs or the College mission; does not interfere with normal College operations or with public access to College buildings; does not violate any laws, leases or other contracts; the activity is compatible with the and security of the College community; and no fee is charged by the sponsoring organization.
- Suitable space is available and the College can accommodate the arrangements requested. SJR State reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject any application from an organization or group that has previously misused facilities or breached an agreement.

Terms of Use
The event sponsor must agree to indemnify and hold harmless SJR State from any loss, damage, liability expense, claim or demand that may arise as a result of the sponsor utilizing College facilities. An inspection of the facility will be made by SJR State before and after the event. It is expected that property and facilities shall be returned in the same condition as found. User’s property and equipment must be removed from College facilities immediately following the event.
The event sponsor will be financially responsible for any damage as a result of the sponsored event and will be charged for the cost of replacement (based on pricing obtained for damaged or removed property).

**Tobacco Free Policy**

SJR State College is a tobacco-free College. The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property. College students, employees, contractors, vendors, patrons and visitors are expected to observe and comply with this policy at all times. (See Procedure 3.27 – Tobacco Free Policy).

**Facilities Usage and Minors on Campus**

Appropriate supervision for events involving children must be provided. A designated event sponsor adult must remain at the event until all minor children have been picked up by parents or guardians.

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract Minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability and the safety of minors on campus is a high priority for SJR State. Procedure 3.36 – Guidelines for Minors on Campus - provides guidelines for those in the College community who work with or interact with Minors. The procedure is designed to help safeguard and protect Minors when they are on campus. Groups or individuals using College facilities in accordance with this procedure shall follow the Guidelines for Minors on campus as outlines in Procedure 3.36.

**Fees**

Groups will be charged for facilities use in accordance with the rate schedule approved by the College. Fees may be waived by the President if the group is a non-profit or governmental organization. However, fees to cover the cost of janitorial services and to provide building access may apply. Contact the EVP’s Administrative Assistant/Facilities Planner to obtain the fee schedule at (386) 312-4107. If the event requires services beyond the College’s established janitorial services contract, a janitorial fee will be charged at the current hourly rate for janitorial services. A minimum of four (4) hours janitorial fee will be charged. If janitorial services are not required, the event sponsor is responsible for all cleanup and trash removal. If an event occurs outside the hours of regular campus security coverage, a building access fee for unlocking the building for the event and then relocking the building after the event may be charged at the current hourly rate for contract security. A minimum of four (4) hours will be charged.

Scheduling the Florida School of the Arts allows use of the “house lights” only (located above the seating area). If your event requires use of the stage lights, the College may be able to provide a technician for a fee based on availability of staffing and current operating condition of the equipment. **SJR State does not guarantee that a technician will be available to provide stage lighting. Florida School of the Arts will need to be contacted directly to obtain technician’s fees. Their phone number is 386-312-4303.** Audio Visual – A stationary microphone can be supplied for meetings subject to availability.
**Security**
Outside groups using facilities and requiring Security must pay for any additional security required by the College for facilities usage at the current hourly rate for contract security. A minimum of four (4) hours will be charged.

**Event Promotion**
Community organizations or outside groups using SJR State facilities may not use the College name in association with the external program to state or imply sponsorship, cooperative programming, or endorsement unless specifically agreed to in advance in writing.

**Foods and Beverages**
Foods and refreshments may be served at certain facilities. The user group is responsible for providing refreshments, for cleanup, placement of trash in containers, and for repair of any damaged or soiled furniture, floors or walls. The user group is also responsible for the cleanup of any outdoor areas, which were utilized by the user group. Items such as table cloths, water pitchers, and glasses, etc., must be provided by the user group. Serving alcoholic beverages by outside groups is prohibited on the College Campuses. Food and beverages are prohibited in the Florida School of the Arts Auditorium.

**Parking**
Ample parking is available college-wide. Handicapped spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation.

**Event Signage**
Any signage that that event sponsor proposes to place on campus to promote the event, as well as the proposed location of the signage, must be approved in advance by the College. Signage should be submitted for review at least ten (10) days prior to the event.

**Questions**
For more information, about the scheduling of facilities at SJR State, contact the EVP Administrative Assistant/Facilities Planner at 386-312-4107 or by email: susangeoghagan@sjrstate.edu.
PART SEVEN - ACADEMICS
7.1 Handling Student Complaints Concerning Instructor/Instruction

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment. The procedure for those matters is set forth in the Student Handbook.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student’s complaint is not resolved with the instructor.

2. College personnel should direct the student to the office of the appropriate Dean (who may assign the matter to an Associate Dean) or Director. Complaints must be in writing, and the student should complete the attached form by filling in all necessary information.

3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the attached form, omitting the student’s name, and attach the student’s typewritten account. However, the student should know that his or her name will be made known to the Dean, Associate Dean, or Director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.

4. The Dean, Associate Dean, or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, Associate Dean, or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, Associate Dean, or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President on the resolution of the matter.

5. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President. The Vice President’s decision may be appealed to the President of the College.
7.2 Copyright Procedure for Students

As an institution of higher learning, St. Johns River State College (SJR STATE) is dedicated to providing quality educational programs and services to its students through the formation, discovery, and dissemination of knowledge, SJR STATE recognizes that the copyright holder has exclusive rights to their copyrighted works but that the use of copyrighted materials is sometimes necessary to further enhance the learning, research, and scholarship activities of its students.

All SJR STATE students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

To assist the students, SJR STATE faculty, administration, and student government will provide information about academic honesty, Copyright, Plagiarism, Fair use, and the Digital Millennium Copyright Act:

- Academic use of the College’s computer network, software and e-mail is posted on the College Catalog, “SJR STATE Student Guidelines for Acceptable Computer Lab & Internet Use.” E-Mail use policy is available in MYSJR STATE.
- Information on academic honesty and plagiarism is in the SJR STATE Student Handbook, Academic Freedom and Responsibility, and SJR STATE Policy on Academic Integrity.
- Copyright information is posted on the library tab at MYSJR STATE.

Students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from SJR STATE.

Copyright

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works(other works based on the original work)
7.3 Definition of a Credit Hour

The purpose of this procedure is to provide the definition of a semester credit hour and the method used to calculate and monitor its use and corresponding measure of student achievement.

**Definitions**

**Credit Hour** - A measure representing the amount of work required to achieve student learning outcomes for a specific course.

**Credit Level** – A code used to roughly correspond to pre-college work or the year in college the course is normally taken. Developmental education courses are represented by a 0 level code, lower division college credit courses by a 1 or 2 level code, and upper division college credit courses by 3 or 4 level code.

**Carnegie Unit** - For a traditional format course, one (1) Carnegie Unit is equal to fifty (50) minutes inside the classroom for approximately fifteen weeks for one semester or the equivalent amount of work over a different period of time.

**Procedure**

1. The Vice President for Academic Affairs/CAO and Executive Director, SAC and/or the Vice President for Workforce Development and Executive Director, OPC will work with Deans, Associate Deans and Directors to determine the number of credit hours a student may earn for each course and the level of each course.

2. For purposes of calculation and monitoring, credit hours will be measured as Carnegie units.

   a. Traditional lecture discussion courses must be scheduled to meet the minimum Carnegie units.

      1 Credit Hour (50 minute Carnegie Unit) x 15 Clock Hours = 750 minutes in Classroom

      2 Credit Hours (50 minute Carnegie Unit) x 30 Clock Hours = 1,500 minutes in Classroom

      3 Credit Hours (50 minute Carnegie Unit) x 45 Clock Hours = 2,250 minutes in Classroom

      4 Credit Hours (50 minute Carnegie Unit) x 60 Clock Hours = 3,000 minutes in Classroom
b. Laboratory courses must be scheduled for a minimum of 100 minutes for 1 credit hour

c. Courses offered in alternative formats such as independent study, hybrid and online must meet the same student learning outcomes as the traditional format course and must be scheduled to provide adequate time to achieve student learning outcomes.

d. Cooperative education, internship, studio courses, clinical and practicum coursework are an important component of many academic disciplines. The required hours and student learning outcomes will be clearly defined in the course outline and course description. Departments must follow occupational accreditation guidelines and/or industry/discipline best practices in determining credit hours.

3. The Deans, Associate Deans and Directors are responsible for ensuring that courses scheduled by their departments comply with the definition of a credit hour.
APPENDICES
Appendix #1 – Privacy Policy Statement

**Purpose:** The following privacy policy is adopted by the Florida Community Colleges Risk Management Consortium (FCCRMC) Health Program and its member colleges. FCCRMC functioning as the Group Health Plan and the member colleges functioning as the employer/plan sponsor complies fully with all federal and state privacy protection laws and regulations. Protection of patient privacy is of paramount importance to this organization. Violations of any of these provisions may result in severe disciplinary action including termination of employment and possible referral for criminal prosecution.

**Effective Date:** This policy is in effect as of April 14, 2003

**Expiration Date:** This policy remains in effect until superseded or cancelled.

**Policy Owner:** FCCRMC Privacy Officer: Executive Director

**Assigning Privacy and Security Responsibilities:** It is the policy of FCCRMC and its member colleges that specific individuals within our workforce are assigned the responsibility of implementing and maintaining the HIPAA Privacy requirements. Furthermore, it is the policy of FCCRMC and its member colleges that these individuals or their designee will be provided sufficient resources and authority to fulfill their responsibilities. At a minimum it is the policy of FCCRMC that there will be one individual, Executive Director as the Privacy Officer and one Privacy Contact at each member college.

**Uses and Disclosures of Protected Health Information:** It is the policy of FCCRMC and its member colleges that protected health information may not be used or disclosed except when at least one of the following conditions is true:

1. The individual who is the subject of the information has authorized the use or disclosure.
2. The individual who is the subject of the information has received the Notice of Privacy Practices developed and distributed by Blue Cross Blue Shield of FL thus allowing the use or disclosure and the use or disclosure is for treatment, payment or health care operations.
3. The individual who is the subject of the information agrees with the disclosure via the authorization form or a signed copy of this Privacy Policy and the disclosure is to persons involved in the processing or assistance of health care claims.
4. The disclosure is to the individual who is the subject of the information or to HHS for compliance-related purposes.
5. The use or disclosure is for one of the HIPAA “public purposes” (i.e. required by law, etc.).
6. *It is the policy of FCCRMC and its member colleges that PHI will not be used to make employment related decisions (e.g. hiring, terminations, promotions), except as allowed by federal law and regulations.*

**Deceased Individuals:** It is the policy of FCCRMC and its member colleges that privacy protections extend to information concerning deceased individuals.
Notice of Privacy Practices: Blue Cross Blue Shield of FL as the Group Health Plan Third Party Administrator will publish and distribute a Notice of Privacy Practices to all the Group Health Plan participants for Blue Cross Blue Shield of FL, Health Options Inc., and Florida Combined Life.

Minimum Necessary Disclosure of Protected Health Information: It is the policy of FCCRMC and its member colleges that (except for disclosures made for treatment or healthcare operation purposes) all disclosures of protected health information must be limited to the minimum amount of information needed to accomplish the purpose of the disclosure. It is the policy of FCCRMC and its member colleges that individuals have a right to request that no disclosure be made of PHI. FCCRMC and the member colleges are not obligated to grant the request. It is also the policy of this organization that all requests for protected health information will be directed to Blue Cross Blue Shield of FL as the Third Party Administrator and must be limited to the minimum amount of information needed to accomplish the purpose of the request.

Access to Protected Health Information: It is the policy of FCCRMC and its member colleges that access to protected health information may be granted to authorized employee(s) or contractor(s) based on the assigned job functions of the employee or contractor. It is also the policy of this organization that such access privileges should not exceed those necessary to accomplish the assigned job function.

Access to Protected Health Information by the Individual: It is the policy of FCCRMC and its member colleges that access to protected health information must be granted to the person who is the subject of such information when such access is requested. Access requests should be directed to and will be processed by Blue Cross Blue Shield of FL, for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Group Health Plan Third Party Administrator.

Amendment of Incomplete or Incorrect Protected Health Information: It is the policy of FCCRMC and its member colleges that all requests for amendment of incorrect protected health information will be directed to and processed by Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third Party Administrator and maintainer of the Protected Health Information.

Access by Personal Representatives: It is the policy of FCCRMC and its member colleges that access to protected health information must be granted to personal representatives of individuals as though they were the individuals themselves. Personal representatives may include legal designations such as Power of Attorney or parent to a minor child. It is the policy of FCCRMC and its member colleges that all requests for access to protected health information will be directed to and processed by Blue Cross Blue Shield of FL, for Blue Cross Blue Shield of FL, Health Options, Inc., and Florida Combined Life as the Third Party Administrator and maintainer of the Protected Health Information.

Alternative Communications Channels: It is the policy of FCCRMC and its member colleges that all requests for alternative communication channels will be directed to and processed by Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third Party Administrator and maintainer of the Protected Health Information.
Information and that alternative communications channels be used, as requested by the individuals, to the extent possible.

**Disclosure Accounting:** It is the policy of FCCRMC and its member colleges that an accounting of all disclosures subject to such accounting of protected health information be given to individuals whenever such an accounting is requested. These requests should be directed to Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third Party Administrator and maintainer of the Protected Health Information.

**Judicial and Administrative Proceedings:** It is the policy of FCCRMC and its member colleges that information be disclosed for the purposes of a judicial or administrative proceeding only when: accompanied by a court or administrative order or grand jury subpoena; when accompanied by a subpoena or discovery request that includes either the authorization of the individual to whom the information applies, documented assurances that good faith effort has been made to adequately notify the individual of the request for their information and there are no outstanding objections by the individual, or a qualified protective order issued by the court. These requests should be directed to Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third Party Administrator and maintainer of the Protected Health Information.

**De-Identified Data and Limited Data Sets:** It is the policy of FCCRMC and its member colleges to disclose de-identified data only if it has been properly de-identified by removing all the relevant identifying data. We will make use of limited data sets, but only after the relevant identifying data have been removed and then only to organizations with which we have adequate data use agreements and only for research, public health, or health care operations purposes.

**Authorizations:** It is the policy of FCCRMC and its member colleges that a valid authorization will be obtained for all disclosures that are not related to treatment, payment, health care operations, for the individual or their personal representative. A signed copy of this Privacy Policy will serve as authorization for FCCRMC and/or the member colleges to provide assistance in resolving healthcare claims issues. If a signed copy of this Privacy Policy is not on file, the individual requesting assistance will be asked to sign the Privacy Policy. An individual will also need to submit a signed Authorization Form in the event that they want to grant authorization to a third party (e.g. a spouse or parent). When the college is requesting claim assistance, on behalf of an employee, from FCCRMC, a copy of the employee signed policy statement or authorization form must be forwarded to FCCRMC.

**Complaints:** It is the policy of FCCRMC and its member colleges that all complaints relating to the protection of health information be investigated and resolved in a timely fashion. Furthermore, it is the policy of FCCRMC that all complaints will be addressed to the community college Privacy Contact for research and resolution. The Privacy Contact may involve FCCRMC and/or Blue Cross Blue Shield of FL as needed to resolve a complaint. All complaints will be forwarded to FCCRMC’s Privacy Officer for tracking purposes.

**Prohibited Activities:** It is the policy of FCCRMC and its member colleges that no employee or contractor may engage in any intimidating or retaliatory acts against persons who file complaints...
or otherwise exercise their rights under HIPAA regulations. It is also the policy of this organization that no employee or contractor may condition payment, enrollment or eligibility for benefits on the provision of an authorization to disclose protected health information.

Responsibility: It is the policy of FCCRMC and its member colleges that the responsibility for designing and developing procedures to implement this policy lies with the Privacy Officer and/or the Privacy Contact where appropriate.

Verification of Identity: It is the policy of FCCRMC and its member colleges that the identity of all persons who request access to protected health information is reasonably verified before such access is granted.

Safeguards: It is the policy of FCCRMC and its member colleges that appropriate physical safeguards will be in place to reasonably safeguard protected health information from any intentional or unintentional use or disclosure that is in violation of the HIPAA Privacy Rule. These safeguards will include physical protection of premises and PHI, technical protection of PHI maintained electronically and administrative protection. These safeguards will extend to the oral communication of PHI.

Business Associates: It is the policy of FCCRMC and its member colleges that business associates must be contractually bound to protect health information to the same degree as set forth in this policy. It is also the policy of this organization that business associates who violate their agreement will be dealt with first by an attempt to correct the problem, and if that fails by termination of the agreement and discontinuation of services by the business associate.

Training and Awareness: It is the policy of FCCRMC and its member colleges that all members of our workforce with likely access to protected health information have been trained by the compliance date on the policies and procedures governing protected health information and how FCCRMC and its member colleges complies with the HIPAA Privacy Rule. It is also the policy of FCCRMC and its member colleges that new members of our workforce receive training on these matters within a reasonable time after they have joined the workforce. It is the policy of FCCRMC and its member colleges to provide training should any policy or procedure related to the HIPAA Privacy Rule materially change. This training will be provided within a reasonable time after the policy or procedure materially changes. Furthermore, it is the policy of FCCRMC and its member colleges that training will be documented indicating participants, date and subject matter.

Sanctions: It is the policy of FCCRMC and its member colleges that sanctions will be in effect for any member of the workforce who intentionally or unintentionally violates any of these policies or any procedures related to the fulfillment of these policies.

Retention of Records: It is the policy of FCCRMC and its member colleges that the HIPAA Privacy Rule records retention requirement of six years will be strictly adhered to. All records designated by HIPAA in this retention requirement will be maintained in a manner that allows for access within a reasonable period of time. This records retention time requirement may be extended at this organization’s discretion to meet with other governmental regulations or those
requirements imposed by our professional liability carrier. Blue Cross Blue Shield of FL as the Third Party Administrator will retain the health insurance records of Plan Participants.

**Cooperation with Privacy Oversight Authorities:** It is the policy of *FCCRM C and its member colleges* that oversight agencies such as the Office for Civil Rights of the Department of Health and Human Services be given full support and cooperation in their efforts to ensure the protection of health information within this organization. It is also the policy of this organization that all personnel must cooperate fully with all privacy compliance reviews and investigations.
Appendix #2 – College Organizational Chart
Appendix #3 – Volunteer Handbook

Purpose of the Volunteer Handbook

Treat people as if they were what they ought to be, and help them become what they are capable of being.
--Goethe

Volunteers can be a vital part of any organizations’ services, community relations and success. Our Mission Statement is:

St. Johns River State College provides students with equal access to a broad spectrum of educational and cultural opportunities while encouraging the pursuit of academic excellence and scholarly achievement through high quality instruction. The College creates and continuously improves affordable, accessible and effective learning opportunities, support services, and resources for the educational needs of the diverse population it serves.

The College invites and encourages members of the communities we serve to volunteer their time, efforts, talents and gifts to help us achieve our Mission.

In order to provide a well-organized and productive volunteer service program, the College has set forth the procedures, policies and guidelines in this handbook. This handbook should be discussed and reviewed at Volunteer Orientation.

It is important to understand the reasons for utilizing volunteer resources and having a structured Volunteer Program:

There is important work to be done. (Services and resources that St. Johns River State College provides to students, employees and the community at large.) Volunteers are a great way to get that important work done. (Volunteers bring added talent, effort, time, community resources, and are a part of community relations.) Managing volunteers well ensures the important work is done well.

Volunteer Application Process

I don’t know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who have sought and found how to serve.
--Albert Schweitzer
If a Vice President, Dean or other Administrator determines that the use of volunteers would be appropriate in their area, they shall request those persons who volunteer to complete the Volunteer Application (found at the end of this Handbook) available at the Thrasher Horne Center for the Arts and also at the Human Resources office. The Administrator who desires to use the volunteer assistance shall prepare a written plan which outlines the volunteer’s scope of duties and time of service, as well as a description of the training the volunteer will receive prior to rendering service.

Once the application has been completed, it should be returned to Human Resources office at the Palatka Campus. Applications will be reviewed and either approved or disapproved. All approved applications will require the approval signatures of the appropriate Vice President, Dean or Administrator; the Vice President for Finance and Administration/CFO; and, the College President. Interviews may be scheduled and conducted to ensure that a volunteer position suits the volunteer who may fill that position.

When an application is approved, the volunteer shall be subject to a criminal background check. In addition, references may be requested for any volunteer who will potentially be working on an on-going, responsible basis. Once a Volunteer is approved for service, the approval is good for life, with two exceptions. The first exception is if there is a lapse in service time that extends beyond one year. If this lapse occurs, the volunteer may be requested to go through the entire application process from the beginning. The second exception is that in the event the volunteer is convicted of a crime after the initial application and approval process, it is the responsibility of the volunteer to inform the College (by way of the recruiting Dean, Vice President or Administrator) of such conviction. The Dean, Vice President or Administrator shall inform the Vice President for Finance and Administration/CFO of the conviction. The College will make a determination regarding whether the continued services of the volunteer are in the best interest of the College and its communities.

Volunteer Orientation and Training Process

*Everybody can be great because anybody can serve.*

--Martin Luther King, Jr.

Once approved, each program supervisor shall be responsible for providing Volunteer Orientation. The purpose of this Orientation is to acquaint the new volunteer to the College, its structure, its activities, and to discuss this Volunteer Handbook. It also should include information concerning volunteer obligations and expectations.

The supervisor will also provide appropriate training to the volunteer for the approved duties. Whether job training is simple or complex, formal or informal, will depend upon the complexity of the duties assigned, the number of people performing the duties and the degree of supervision involved.

Each program supervisor who utilizes the services of volunteers shall document times and dates of all volunteer service. Each volunteer shall sign in and sign out to denote times of service. Log
sheets for each volunteer shall be turned in to the Human Resources office on the last day of each month.

When a community citizen inquires about potential volunteer positions, he or she should be directed to the Human Resources office. A Human Resources representative will take the prospective volunteer’s name, address, phone number, e-mail address and any other pertinent contact information and may send him/her a volunteer application or refer him/her to an Administrator, Dean or Vice President for further information.

Occasionally, the College may have scheduled informational meetings where volunteer information packets will be distributed.

**How to Have a Good Volunteer Experience**

*We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.*

--Mother Teresa

Here are some suggestions on how to make your Volunteer experience as positive as possible.

Think about what you want to get out of the volunteer experience before you begin—What do you want to learn? What can you contribute?

Follow the Golden Rule of Customer Service – Do unto others as you would have them do unto you.

Be clear about your availability. Be punctual and reliable. If you commit to a position and to being somewhere at a certain time, please be there.

Perform your service whatever it is, as if you were on the receiving point of the transaction instead of the delivery point.

Wear Identification Badges at all times while volunteering.

The College will track the number of volunteers involved in programs and the number of hours contributed. You can help by making sure your supervisor receives an accurate accounting of your time.

If you feel that you are being asked to do something that you are not prepared for—Speak up so that the College can place you in a Volunteer position that better suits you or can arrange for appropriate training.

Report any problems early. Let your Volunteer supervisor know when something is not working well for you.

Be friendly and courteous.
Immediately report any injury or accident to your supervisor.
Questions related to the performance of your duties should be directed to your supervisor.
Should you have to resign for any reason, please treat your Volunteer position as you would any paid position and notify your supervisor in advance (two weeks notice is preferred.)

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**Code of Ethics**

*Volunteering creates a national character in which the community and the nation take on a spirit of compassion, comradeship and confidence.*

--Brian O’Connell

College personnel and representatives shall comply with the following code of ethics:

Obligation to the public requires that the individual:
shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
shall not use institutional privileges for personal gain or advantage.
shall accept no gratuity, gift, or favor that might influence professional judgment.
shall offer no gratuity, gift, or favor to obtain special advantages.

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**Volunteer Relations**

*It is one of the most beautiful compensations on this life that no man can sincerely try to help another without helping himself.*

--Ralph Waldo Emerson

Application, interviewing, screening and training processes are in place within the College Volunteer system to ensure that volunteers are placed in appropriate positions, comparable to their desires, backgrounds and skill sets. The College greatly appreciates the service and time of all its Volunteers. However, as with any situation, potential problems may arise within the Volunteer system. If a Volunteer's performance or behavior threatens to interfere with achieving program or organizational goals, the environment for Volunteers, employees, students and community citizens may be negatively impacted or, in fact, put the College or individuals at personal or legal risk. Problems shall be addressed with the Volunteer in an appropriate and respectful manner and every effort will be made to resolve any problems in a mutually satisfactory manner. The College reserves the right to limit or reject service from individuals who fail to follow supervisor’s directives in accordance with College policies and procedures.

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**Role of Volunteers at St. Johns River State College**

*We make a living by what we get,*
Volunteers may provide both program and administrative support. Recognizing that volunteers expect to be included in meaningful work that is clearly focused on the College’s Mission, the College will endeavor to include volunteers in program work wherever possible, including service at the Thrasher Horne Center for the Arts or Florida School of the Arts. However, volunteer assistance will enhance and not replace paid staff work, nor will paid staff be asked to perform work that is part of their current job descriptions on a non-paid voluntary basis. Further volunteers will be expected to perform in cooperation with the College’s staff and comply with College guidelines and policies at all times.

**Volunteer Positions as St. Johns River State College**

*The gift of time is priceless.*

---Unknown

Many different volunteer opportunities are available within the College community.

Unpaid internships at any of the College campuses shall be considered part of the Volunteer Program. As such, anyone requesting an internship position shall receive a copy of this Handbook and go through the Volunteer Program’s application, approval, orientation and training procedures.

When large or complex clerical or administrative projects exist, Volunteers may be called upon to assist with such projects.

In addition, the College is open to the suggestions and ideas of community members with ideas about additional or alternative Volunteer resources. It is the intention of the College to always utilize its resources in the best, most productive and useful manner possible.

At Thrasher Horne Center for the Arts (THCA), an important component to the success and smooth operation of the Center is the volunteers. Volunteers are goodwill ambassadors for the arts. They enable the Center’s staff to provide a variety of services and outreach that would otherwise not be possible. In addition, they also extend a personal service to the visitors of the Center.

Volunteer positions at Thrasher Horne Center for the Arts may include:

- office assistants
- gallery docents
- ushers
- ticket takers
- concession operators
Volunteer and Patron Theater Etiquette:
1. Patrons should unwrap small candies or cough drops before the performance. Volunteers shall not eat candy or chew gum while serving the THCA unless medically necessary.

2. All beepers, watch alarms and cell phones are turned **OFF** or on vibrate mode prior to the beginning of the performance.

3. No photographic or recording devices are allowed in the THCA.

4. The overture is part of the performance. Please cease talking at this point.

5. Management reserves the right to make a determination regarding a disruptive adult or child in the audience. Further, management will consider whether it is appropriate for the disruptive patron to remain at the performance.

6. All individuals, regardless of age must have a ticket.

7. No tobacco products of any kind are allowed inside the THCA.

Volunteer Information:
Please limit the amount of perfume or cologne you wear as many patrons can be highly allergic.

Please report to your Volunteer Coordinator, Kathryn Wills, ONE HOUR and THIRTY minutes prior to show time. Sign in, pick up your name tag and confirm your position at the coat check area. Please be on time.

A small working flashlight will be provided to you for use when the house lights go down. It must be returned with your name tag at the coat check area before you leave the THCA.

You must wear an usher uniform at all times while working.

You must be in your assigned positions when the house opens to admit patrons and remain there as required. As long as you are inside the Arts Center, you are technically on duty.

If a patron asks you a question, always answer them to the best of your ability. If you don’t know the answer, ask a staff member.

As a volunteer, there will be **NO** purchase or consumption of alcoholic beverages while at the THCA. You will be able to get complimentary soft drinks at the concession stands.

SJR State College is Tobacco-free. The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property.
College students, employees, contractors, vendors, patrons and visitors are expected to observe and comply with this policy at all times.

The executive director and/or the volunteer coordinator will pre-assign volunteer positions for each performance.

Please become familiar with the following locations:
- Courtesy telephones
- Restrooms
- All wheel chair access
- First Aid Kits are located in the Coat Check
- Elevator is located next to the box office inside the main lobby.
- Water fountains
- Automated External Defibrillator locations (AEDs)

When applicable, the ushers will take turns seating patrons who arrive late. Please be conscious of any late seating policies or holds. During a musical always seat between songs.

Head ushers remain through the end of all performances.

If you are not able to keep your commitment for a show, please notify Kathryn Wills, Volunteer Coordinator, at 904-276-6847 48 hours or as soon as possible so we can call an alternate to replace your schedule.

Time Sheets – please remember Volunteers must complete time sheets.

The aisles are to be kept clear at all times. It is your responsibility to ask patrons to remove obstacles from the aisles.

Late seating procedures and seating holds vary for each event and will be explained by the Volunteer Coordinator or Executive Director during pre-show instructions.

During the performance, watch and assist people leaving and ask if they need help in any way. Always be aware of what is happening in your assigned position.

If you need to leave your position for any reason, please inform the Volunteer coordinator, another staff member or another volunteer if possible before leaving your assigned positions.

Disabled Patrons Courtesy:
Your first contact with a patron with a disability may be at the front door of the theater. Politely greet the patron and the entire party and ask if they require anything prior to you escorting them to their seat. If anyone conveys that special requirements are needed during the time they are in the theater, report this to the Volunteer Coordinator or House Manager.
The THCA offers an audio clarification device for patrons who are hard of hearing. This device is connected directly to the theater sound system and serves one ear. Patrons may reserve one through the box office prior to arriving at the theater. Patrons will be asked to provide identification when checking out a device to ensure its return. Identification will be returned when audio clarification device is returned. They are available at the Coat Check.

**Lost and Found:**
If you find an item that has been misplaced by a patron, please bring the item to Coat Check as soon as possible. Direct any patrons to the Coat Check if they are inquiring about a misplaced item.

**Performance or Event Dress Code for Volunteers:**
In order to project a professional appearance, we request volunteers to wear usher uniforms as follows. Volunteers shall provide items listed under Volunteer Responsibility and the THCA shall provide items listed under THCA Responsibility.

**Volunteer Responsibility**
- A white collared, long-sleeve shirt/blouse with a fold down collar.
- Black dress slacks/black knee-length or longer skirt. No leggings. Either black or natural colored hose should be worn with skirts. Black socks should be worn with slacks.
- Jeans of any kind or color are not considered appropriate for volunteer functions.
- Plain, solid, black comfortable shoes. No sandals or open-toed shoes. No sling-backs or heels over a 1” pump. Please refrain from wearing sneakers.
- The only pin or piece of jewelry that is permitted on your shirt or blazer is your nametag.
- Any attire that draws attention to yourself is not to be worn.
- Fingernails should be kept clean and ladies may wear polish only in a traditional color or clear.
- Any tattoos must be covered and not be visible.

**THCA Responsibility**
The following items will be issued upon check-in and must be returned at the end of the performance: Black bow-tie, blazer, flashlight and name badge.

**House Procedures:**
No food or beverages from outside shall be brought into the THCA. Food and beverages are for sale and can be purchased at the concession stand in the lobby area. No food or beverages are allowed inside a gallery or theater.

SJR State College is Tobacco-free. The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property.
College students, employees, contractors, vendors, patrons and visitors are expected to observe and comply with this policy at all times.

Facts about THCA:
The $21 million, 84,666 square foot THCA is located on the Orange Park campus of St. Johns River State College, 283 College Drive. The Center will showcase Broadway shows, musicals, dramas, concerts, children’s programming, Florida School of the Arts performances and the visual arts.

Mission
The THCA is dedicated to developing and nurturing the artistic potential and growth of the students, residents and visitors of the community by offering the very best of professional theater, dance and music performances and visual art exhibits.

1,750 Seat Main Stage Auditorium
Fully equipped proscenium stage with a 100 foot fly loft
Spiral Lift orchestra pit

202 Seat Studio Theater
Telescopic seating

Jack Mitchell Gallery
Devoted to the visual art of photography
Name for famed photographer Jack Mitchell

Florida Artists’ Gallery
Will showcase the artistic talent of Florida artists

Dance Studio, Green Room, Complete Scene Shop, Equipped Dressing Rooms

Helpful Tips:
Be alert! Ask a patron if you can help if they seem unsure of something.

Greet every patron with, “Good Evening, may I help you to your seat?”

When directing patrons, do so with an extended hand, not a pointing finger.

If there are several people in a group, it is best to give the ticket stubs and programs to the last person entering the doors or row.

If you are asked a question you cannot answer, do not make up an answer or tell the patron you don’t know. Always make an attempt to find out the answer and go back and tell the patron.
Always remain positive regardless of the situation. Never agree to negative comments regarding a performance even if you did not like the performance. Always try to find something positive to say.

Remember, you never know who will be within hearing distance when you are talking among yourselves or with the patrons. You are a representative of the THCA. You should always speak with the best interests of the theater and the College in mind.

**Benefits for Volunteers**

> Nothing is so contagious as example; and we never do any great good or evil which does not produce its like.
> --Francois de La Rochefoucauld

Our Volunteers are greatly appreciated. The College shall recognize Volunteers and show its appreciation by holding special events and offering benefits which may include dinners, banquets, free tickets and award ceremonies for Volunteers.

**The Florida Statutes**

> No matter how big and powerful government gets, and the many services it provides, it can never take the place of volunteers.
> --Ronald Reagan

St. Johns River State College is a part of the Florida Community College system. According to Florida Statute 110.501, a Volunteer is any person who, of his or her own free will, provides goods or services, or conveys an interest in or otherwise consents to the use of real property pursuant to Florida Statute 260.011-260.018, to a community college, with no monetary or material compensation.

Florida Statute 110.502 defines the scope of volunteering. It authorizes community colleges to recruit, train, and accept, the services of volunteers to assist in programs administered by the agency. Volunteers shall not be subject to any provisions of law relating to state employment, to any collective bargaining agreement between the state and any employees’ associations, or to any laws relating to hours of work, rates of compensation, leave time, and employee benefits. However, all volunteers shall comply with applicable agency rules. Persons working within a community college pursuant to the Florida Statutes shall be considered as unpaid independent volunteers and shall not be entitled to unemployment compensation.

Volunteers shall be covered by state liability protection in accordance with the definition of a volunteer and the provisions of Florida Statute 768.28. Volunteers shall be covered by workers’ compensation in accordance with chapter 440.

Volunteers shall be covered by Florida Statute 768.1355, the Florida Volunteer Protection Act. The Florida Volunteer Protection Act states that “any person, who volunteers to perform any service for any nonprofit organization without compensation, shall be considered an agent of
such nonprofit organization when acting within the scope of any official duties performed under such volunteer services. Such person shall incur no civil liability for any act or omission by such person which results in personal injury or property damage if: such person was acting in good faith within the scope of any official duties performed under such volunteer service and such person was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of such person in the performance of such duties."

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**Emergency Procedures**

*We ourselves must be full of life if we are going to make life fuller for others.*

--David Sawyer

**Illnesses or Injuries of Employees and Volunteers:**

In accordance with Florida Statutes, chapter 440, Volunteers shall be covered by workers’ compensation insurance. The College has certain emergency procedures to be followed in the event of any injury or illness while actively serving the College. The policy is as follows:

The College employee in charge of any activity in which the illness or injury occurs, or is present and aware of the matter, should call 911 if necessary in the case of serious illness or injury, notify Security immediately, or, depending on the circumstances, transport the employee or Volunteer to the nearest emergency medical facility by College vehicle or private vehicle.

In the event of illness or injury that requires immediate attention on the Palatka campus, the supervisor and the Security Officer on duty should be notified immediately. At other campus locations, the supervisor and the Executive Director should be notified during regular scheduled work hours, or the campus security be notified during evenings or weekends. Information reported should include: location of injury/illness, exact nature of the injury/illness, time of the injury/illness, severity of the injury/illness, and physical condition of the employee.

Once Security has been notified, the Volunteer or supervisor must notify the Human Resources Office of the injury/illness.

Obvious steps such as applying a compress or bandage, covering the person, or calming and comforting the person involved in the injury/accident should be provided.

Volunteers or employees seeking medical attention must, if possible, complete a First Report of Injury and obtain a Medical Referral form from Human Resources. The Human Resources Office will refer the Volunteer or employee to a Workers Compensation Medical Provider. The Volunteer or employee is responsible for forwarding copies of physician reports relating to the injury/illness to the Human Resources Office and to the employee’s supervisor.

Supervisors are responsible for ensuring that all necessary information needed for reporting purposes is provided to the Security Office. The Security Office will forward required incident reports to the Human Resources Office once the investigation and related paperwork is
complete or no later than 24 hours following the incident. Human Resources will report and maintain Workers Compensation and incident reports as required by state guidelines. Except as provided by state law, the College assumes no liability for injury, illness or related bills.

Emergency Care for Incidents Occurring at Orange Park Campus or Thrasher Horne Center for the Arts:

Orange Park Medical Center  
2001 Kingsley Avenue  
Orange Park, Florida 32073  
904-276-8500

Emergency Care for Incidents Occurring at Palatka Campus or Florida School of the Arts:

Putnam Community Medical Center  
Highway 20 West, Post Office Box 778  
Palatka, Florida 32177  
386-328-5711

Emergency Care for Incidents Occurring at St. Augustine Campus or Criminal Justice Center:

Flagler Hospital, Inc.  
400 Health Park Boulevard  
St. Augustine, Florida 32086

If you have questions concerning these procedures, please contact Ginger Stokes, Associate Vice President for Human Resources at extension 386/312-4074.

Other emergency procedures are as follows:

Illnesses or Injuries of Students and Visitors:
1. The College employee in charge of any activity in which the illness or injury occurs, or is present and aware of the matter, should call 911 if necessary in the case of serious illness or injury, notify the Department of Safety and Security immediately, or, depending on the circumstances, transport the student or visitor to the nearest emergency medical facility by College vehicle or private vehicle.

2. In the event of illness or injury to students or visitors that requires immediate attention on the Palatka campus, the Department of Safety and Security on duty should be notified immediately. At other campus locations, the Executive Director should be notified during regular hours, or the campus security be notified during evenings or weekends. Information reported should include: location of injury/illness, exact nature of the injury/illness, time of the injury/illness, severity of the injury/illness, and physical condition of the student or visitor. The College employee in charge of the activity who witnessed the incident should complete the
Accident/Incident report. Both the Department of Safety and Security and/or the Campus Executive Director should receive a copy of the Report.

3. Once the Department of Safety and Security has been notified, the employee must notify the Human Resources Office of the injury/illness of the student or visitor. Call the Human Resources office at 386/312-4070.

4. College employees should not administer first aid services unless properly trained and certified. Only obvious steps such as applying a compress or bandage, covering the person, or calming and comforting the student or visitor should be provided.

5. Employees are responsible for ensuring that all necessary information needed for reporting purposes is provided to the Department of Safety and Security. Be sure to fax a copy of the Accident/Incident report to Human Resources at 386/312-4079. The Department of Safety and Security will forward additional required incident reporting information to Human Resources once the investigation is complete or no later than 24 hours following the incident. Human Resources will report and maintain incident reports as required by the Florida Community College Risk Management Consortium. Except as provided by state law, the College assumes no liability for injury, illness or related bills.

**Fire Emergencies:**

1. If a fire emergency is observed, immediately dial 911 and report the fire, campus building, and exact fire location. Notify the nearest faculty or staff office in the building, so the Building Coordinator or Assistant Coordinator can evacuate the building. All building occupants shall immediately leave the building by the nearest posted exit. After making the evacuation notifications, contact the switchboard at PAC, or the Administrative offices at OPC or SAC. The PAC switchboard shall notify College Security, and the Office of the President. The OPC and SAC Administrative Offices shall notify the appropriate campus Executive Director, and the contract security.

2. All building occupants evacuated from the building will meet at a designated area well clear of the building. Building occupants will not return to the building until the fire department reports that the building is safe/clear, and the return to the building is approved by the Office of the President or the appropriate campus Executive Director.

3. The College Director of Facilities and the College Director of Safety and Security shall be notified of the fire emergency, so they can coordinate with fire and emergency personnel, and submit the appropriate administrative, safety, and security reports to the Executive Vice-President.

**Procedures for Handling Bomb Threats at Campus Facilities** (special and different procedures for Bomb Threats at the THCA are stated below):

1. Anyone receiving a bomb threat should immediately report to the President’s or Executive Director’s Office and Security.
2. Administrative Assistants in the President’s Office are responsible for contacting the building coordinators or their alternates, who will then evacuate buildings. Building coordinators will then instruct pre-determined designees to begin searching the area for which they are responsible.

3. All designees will report to the building coordinator or alternate at a pre-determined site. If nothing has been discovered, the building coordinator or alternate will contact the President’s Office that their area is clear. If something has been discovered, the Building Coordinator or alternate will contact the President’s Office, who will then notify the Department of Safety and Security. After each area or room is searched, it should be locked if it is lockable.

4. When evacuating classrooms, students are not to leave campus. All students and College employees should be moved to a designated area well clear of the buildings.

5. Under no circumstances will anyone be permitted to re-enter the buildings without direct permission from the Building Coordinator or alternate.

6. After notifying the President’s or Executive Director’s Office and the Department of Safety and Security, whoever receives the threat should immediately be relieved so that he/she may be available to law enforcement officials.

7. Once a building coordinator has determined that his/her area is clear, he/she must notify the President’s or Executive Director’s Office of this. Only after checking in with the President’s or Executive Director’s Office may any building be re-entered.

8. Once buildings have been evacuated, searched, and locked, if another threat is called in, the procedure need not be repeated unless someone has re-entered the building(s). If people have re-entered, the entire procedure must be followed again.

Procedures for Handling Bomb Threats at the THCA:

The recipient of a bomb threat to the THCA shall attempt to determine the following information:

1. When is the bomb going to explode?
2. Which campus is the bomb located on?
3. Where is the bomb located on campus?
4. What kind of bomb is it?
5. What does the bomb look like?
6. Is the caller a male or female?
7. Is the caller a juvenile, young, middle, or old adult?
8. Is the voice loud, soft, deep, raspy, pleasant, intoxicated, etc?
9. What is the accent of caller?
10. Does caller have fast, slow, distinct, distorted, stutter, slurred, lisp speech, etc?
11. Is the caller calm, angry, rational, irrational, coherent, etc?
12. Is their any background noise?
13. Any bomb threat received shall be considered valid until determined to be a hoax.
14. Upon learning of a bomb threat, any employee in the Department of Safety and Security shall notify the Director of Safety and Security or in his/her absence, the on duty Sergeant.

It is the policy of St. Johns River State College to take all bomb threats seriously. The President or his/her designee after consultation with Department of Safety and Security and THCA Administration will evaluate the potential threat and make a decision on whether or not to evacuate.

The decision to evacuate or not to evacuate THCA is to be determined by the following Administrators in the order listed.

1. President  
2. Senior Vice President/General Counsel and Executive Director, PAC  
3. Facilities Director  
4. Facilities Manager, THCA  
5. Executive Director, THCA

Once it has become known by the Department of Safety and Security that a bomb threat has been received, it is to be communicated to the President of College. If unable to contact the President, the next administrator on the list should be contacted. The call should be made by the Director of Safety and Security or his/her designee. Give the Administrator all the information available concerning the threat so an informed decision can be made.

Should the decision be made to evacuate initiate the necessary action to comply.

If Safety and Security are not able to contact anyone on the list the policy shall be a proactive response to evacuate. Other College administrators and staff members not on the list shall not have the authority to render any decision other than evacuation.

**Responsibilities:**
1. All searchers shall report to the Director of Safety and Security or Sergeant at a predetermined site.

2. If something suspicious has been discovered, the Director of Safety and Security or Sergeant shall contact the President's office.

3. When the on scene Commander from Clay County Sheriffs Office arrives he or she shall be briefed by the Director of Safety and Security or Sergeant. The on scene Commander shall coordinate and direct the search with assistance of the Director of Safety and Security or Sergeant.

4. The searchers shall lock each room after it has been searched if it is lockable.

5. When evacuating buildings, students are not to leave campus. All students’ faculty and staff shall report to designated assembly area at least 300 feet away from the building.
6. Under no circumstances shall anyone be permitted to re-enter the buildings without direct permission from the On Scene Commander.

7. Once the search is completed and no device is found the On Scene Commander shall turn Facility back over to College. The President’s office shall make the determination on when the building can be reoccupied. Until that decision is rendered the Department of Security and Safety shall prevent any unauthorized access.

Specific Duties by Department of Safety and Security and Clay County Sheriff’s Office:
1. Safety and Security shall document a detailed incident report. This will include interviewing the person that received the threat. This person also needs to be kept available to be interviewed by the Clay County Sheriff’s Office.

2. Once Thrasher Horne Center for the Arts is evacuated the college shall request that the Clay County Sheriff’s Office assume command of the scene and establish a 300 foot perimeter around the facility. The On Scene Commander for Clay County Sheriff’s Office shall direct all activities.

3. The search of the building shall be directed by the Clay County Sheriff’s Office and assisted by the department of Safety and Security, along with pre-determined volunteer searchers.

4. When a suspicious device or package is located the Clay County Sheriff's Office bomb technicians will examine the device or package.

5. Safety and Security officers are to turn off all radio and digital equipment (including cellular telephones) within 300 feet of the scene.

a.) All safety and security officers will avoid physical contact with, close examination of or any movement of suspect devices.

b.) Once a device is found do not assume it is the only device. Safety and Security must be on the lookout for secondary devices that may be hid to cause havoc on persons evacuating.

c.) At the conclusion of the incident Clay County Sheriff’s Office will make an investigation of incident and attempt to bring any perpetrator to justice.

Explosive Device Discovered:
Once an explosive device is found the event shall be upgraded and considered an act of violence and/or terrorism.
**Violence and Terrorism:**

*Homeland Security Advisory System and Security Staffing Requirements at Thrasher Horne Center for the Arts:*

**Green:** signifies low risk of terror attack in local area.
- **Inside:** normal security staffing for major events.
- **Outside:** normal security and Clay County Sheriff’s Deputies.

**Blue:** signifies good risk of terror attack in local area.
- **Inside:** normal security staffing for major events.
- **Outside:** normal security staffing and Clay County Deputies, increase vigilance by officers at all post.

**Yellow:** signifies significant risk of terror attack in local area.
- **Inside:** one additional security office.
- **Outside:** one additional Security Officer and one additional Clay County Deputy.

**Orange:** signifies high condition of terror attack in local area.
- **Inside:** one security officer on every public entry door to monitor access. May require using Clay County Sheriff’s Deputies to meet staffing requirement and may require using bomb sniffing dog to insure facility is clean prior to admitting the public.
- **Outside:** one additional Security Officers and one additional Clay County Deputy.

**Red:** signifies severe condition of terror attack in local area.
- **Inside:** one security officer on every public entry door to monitor access, one officer behind stage area, one officer up near cat walk areas, may require using bomb sniffing dog to insure facility is clean prior to admitting public, and will require using Clay County Deputies to meet staffing requirement.
- **Outside:** two additional Security Officers and two additional Clay County Deputies.

**Special Notes:**

1. **In the event of HIGH or SEVERE threatening conditions, the Thrasher Horne Center for the Arts and the St. Johns River State College staff will assume all coordination, direction and supervision responsibilities discussed in this Violence and Terrorism procedure and volunteers will be dismissed from duty.**

2. Local Security Conditions may facilitate even more advanced security requirements and even a cancellation or postponement of an event under certain Conditions. Only the President of the College can authorize a cancellation or Postponement.

3. A bomb sniffing dog may be required when Homeland Security Advisory is a low risk green if the college becomes aware of a potential hostile situation that may not affect the Homeland Security status.
A threat or act of violence and terrorism at the Thrasher Horne Center for the Arts shall be reported immediately to Clay County Sheriff’s Office, Department of Safety and Security and the President of the College. The type of response or evacuation from building will depend on the nature and circumstances of the event. It is impossible to predict the nature and scope of terrorist attacks on a facility.

The Department of Safety and Security shall attempt to isolate the event as much as possible with its limited resources to stop or reduce the potential of causalities until help arrives. Depending on the situation Officers may have to find cover and concealment at a safe distance from the hostile event. An officer cannot help the situation if he/she becomes a victim.

**Lockdown:**
This is a procedure that will be used in an emergency that may require locking down Thrasher Horne Center for the Arts in order to protect lives. It will be used only in the following incidents:

- Intruders
- Hostage situation
- Armed person(s) on campus
- Shootings in progress
- Civil disturbances
- Student abductions

Any incident occurring off campus, but is in such a close proximate to the campus that it creates a threat to the safety of those present at the school.

Any incident outside facility in a Thrasher Horne Center for the Arts parking lot that may cause bodily injury to a patron departing the Theater.

Any duly sworn Law Enforcement Officer, College Official, or Safety and Security Official, acting within his or her official capacity may contact Thrasher Horne Center for the Arts and request that the facility be placed into the Lockdown status. The President, Executive Director or other designated Administrators, retain the authority to initiate a lockdown. The requesting agency shall provide a full description of the details relating to the request. For example: armed gunman in immediate area followed by the description of possible suspect(s) or vehicles of concern. The requesting agency shall also make contact with the College immediately when the atmosphere of the incident is determined to be as safe as reasonably possible.

**Lockdown Procedures:**
1. The College Administration will assume all responsibility of their Faculty, Staff and Students.
2. Once a determination is made to enter into the Lockdown status, announce on the Thrasher Horne Center for the Arts intercom “Attention Faculty and Staff, this is a lock down, I repeat this is a lock down.”

**Special Notes:**
Should a program or event be going on in the Theater a lockdown or evacuation is possible depending on the nature of the emergency. In case of a lockdown Volunteer Ushers should all
be on station inside exit doors to encourage patrons not to depart until incident is resolved and it is safe outside.

3. Lock the office area and all entry doors, make sure it is secure.

4. Monitor the camera system. (If equipped)

5. Be prepared to have air handlers and air conditioning units turned off. (Pending-directions to do so)

6. Gather as much information in regards to the incident as possible such as: Suspect Name(s), Description, Location, Weapons, Injuries, Possible reason for incident, etc.

7. Call 911, and then contact the assigned Safety and Security Sergeant or Director. Give your name and the facility where you are located, state the nature of the emergency and the assistance needed, state the area of the building in which the problem/emergency is happening, provide precise details available, number of suspects, names, ages, etc., what they have done or stated they will do, where are they in the building/neighborhood, description of the suspect and the description of the vehicle if they have left campus, any injuries that have occurred and any medical assistance that may be needed. Maintain contact with the 911 center as there will be additional questions and information which will need to be exchanged during the incident.

8. Contact the President’s Office.

9. Once the incident is deemed to be as reasonably safe as possible and there is no evidence of violence having occurred, announce the end of the Lockdown “The lock down is all clear; the lock down is all clear.”

If acts of violence have occurred and there is a crime scene, evacuation will be conducted at the direction of Law Enforcement and the Department of Safety and Security.

Should the fire alarm sound during a lockdown DO NOT evacuate unless you are told to do so by the President, Safety and Security Director or Sergeant of Law Enforcement.

**Law Enforcement Assisted Evacuation:**

Law Enforcement may assist in the evacuation on a room by room basis. If activated, Safety and Security personnel will have keys to assist law enforcement in evacuation and locking of facility. Once locked do not open the doors to anyone, not even Law Enforcement. If evacuation is deemed necessary, “evacuation” operations will apply to Faculty and Staff in the establishment of Assembly Areas and other courses of action.

The Clay County Sheriff’s Office will take command of the scene upon arrival and establish the necessary perimeter and Command Post. They will be focused on perimeter containment, traffic control, and focus on controlling the threat at-hand. The President or his/her designee, Executive Director for Thrasher Horne Center for the Arts, Facilities Director, and Safety and Security Director will be available at or near the Command Post to provide assistance and information.

**Incident Command Post:** a predetermined location where the Unified Command will base its operations. The area will be far enough away from the school to be safe but close enough so that other teams can stage and respond to the school.

**The Primary Incident Command Post for Thrasher Horne Center for the Arts shall be in Parking Lot G. which is located approximately one quarter of a mile S.W. of Thrasher Horne Center for the**
Arts. It may be necessary to select an alternate location for a command post. The location of the command post may vary depending on the exact location and nature of event.

Public Assembly Area: an area that will be set up to receive patrons from Thrasher Horne Center for the Arts once they are directed. The public assembly area shall be either Parking Lot A or B.

Law Enforcement:
Unless a determination has already been made due to the nature of the reported activities, the first responding Law Enforcement Officer(s) will attempt to locate the suspects and determine if the situation can be resolved without further assistance.

The first responding Law Enforcement Officer(s) will be responsible for all law enforcement activities to include the establishment of Law Enforcement Command until properly relieved by the Incident Commander.

If the incident is terrorist related; i.e. bombing, shooting, hostage situation, other criminal acts, the Clay County Sheriff’s Department will have primary control of the situation. The Sheriff’s Department will contain the perimeter, control traffic into and out of the area, and develop a plan to neutralize the concern. If suspects are believed to be in the area, a full-scale manhunt will ensue and area units will be notified to look for suspects while en route to the location. Until the situation is deemed safe for the fire department to enter; i.e. hostile fire, etc., the fire department will remain at the perimeter awaiting word from the Sheriff’s Department. At that point, life and property saving efforts will commence. It should be noted that the Sheriff’s Department will investigate any terrorist attack at Thrasher Horne Center for the Arts; therefore, the affected area is considered a crime scene and shall be released only when authorized by the handling Sheriff's Department personnel. Until that time, there will be no unauthorized entry into the crime scene.

There are many possible emergency scenarios that are possible with tactics that vary widely. Thrasher Horne Center for the Arts Administrators and Staff are familiar with the building layout, schedules, and utilities. Therefore, the Administrators and Staff should respond to any command post that is established by the Sheriff’s Department and/or Fire Department in order to coordinate rescue efforts.

Fire Departments:
Unless a determination has already been made due to the nature of the reported activities, the first responding Fire Department will stage at the designated staging areas and establish Fire Command.
Fire apparatus and members will be staged no more than a three minute response time from the scene when possible.
The designated staging area for the Fire Department shall be Parking Lot G.
First responding Fire Department will be responsible for all fire related activities until properly relieved under ICS.

Rescue:
Unless a determination has already been made due to the nature of the reported activities, the first responding Rescue Units and their personnel will respond to the Public Assembly Area and establish both Rescue Command and a triage area. The Public Assembly area shall be either in Parking Lot A or B. See SOP 14-B to review St. Johns River State College Crisis Management Plan concerning Violence and Terrorism.

**Procedures for Accidents Involving Hazardous Materials:**
For accidents involving hazardous materials, blood, bodily fluids or biohazards, immediately contact the Director of Facilities at extension 4090 for appropriate handling and cleanup.

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**College Policies**

*One is not born into the world to do everything but to do something.*

--Henry David Thoreau

It is the intention of the College to provide a safe and comfortable environment for all employees, volunteers, students and visitors to the College. As such, it is important to be familiar with College policy on some important issues and to understand that compliance with these polices is expected and required.

**Policy Statement On Equality Of Opportunity And Non-Discrimination:**
As a public educational institution, and as a corporate citizen, St. Johns River State College is dedicated to the philosophical foundations of democracy. The College Catalog reflects the belief “that there is need in a democracy for each person to be educated to the limits of his/her ability if he or she is to reach his/her maximum potential for service to self and society.” Accordingly, St. Johns River State College complies with all laws enacted by various levels of government from local to federal, and with regulations, which have the effect of law instituted by governmental agencies. This particularly includes all those laws and regulations, which assure equal opportunity for employment and advancement in the faculty or staff, and equal opportunity for students and prospective students for access to educational opportunities.

More specifically, the College gives assurance of compliance with the provisions of:

1) The Civil Rights Act of 1964, as amended;
2) Executive Order, 11246, as amended;
3) The Age Discrimination in Employment Act of 1967, as amended;
4) Title IX of the Education Amendments of 1972, as amended;
6) The Genetic Information Nondiscrimination Act (GINA) of 2008, as amended; and
7) The laws relating to equal opportunity and nondiscrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.
The College community is expected to assist in making this assurance valid in fact.

In implementation of its commitment to equality in matters relating to hiring of staff and faculty, the President of St. Johns River State College shall designate an Equity/Title IX Coordinator. All hiring and procedures for hiring are based upon the needs of the College and the individual’s qualification for the specific position without regard to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, except where age or gender is a bona fide qualification.

In further implementation of its commitment and as a natural outgrowth of its open-door philosophy of education, the St. Johns River State College District Board of Trustees supports the policy of Equal Access/Equal Opportunity. Recruitment, admission, and financial aid practices will continue to demonstrate a commitment to Equal Access/Equal Opportunity. The District Board of Trustees of St. Johns River State College sees Affirmative Action as a natural extension of the philosophy of Equal Access/Equal Opportunity. Consequently, the College will implement this philosophy to the extent of its ability through its employment practices.

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status in its educational programs, activities, admissions policies and practices, or employment policies. Inquiries regarding compliance with laws relating to nondiscrimination having to do with students may be directed to the Vice President for Student Affairs, St. Johns River State College, Student Services Building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127, and all other inquiries may be directed to the Equity/Title IX Coordinator, Administration Building, Room A145, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4070, or to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

Policy Statement On Human Immunodeficiency Virus And Acquired Immunodeficiency Disease:
St. Johns River State College acknowledges the importance of and will cooperate with appropriate health agencies to make available educational information concerning HIV infection and AIDS to the College community. The information will emphasize the importance of prevention and precautions; that the virus is not casually transmitted; proven modes of transmission; the need for confidentiality for those infected and compassion for those ill; and College and community resources for information, testing, and treatment. The educational programs and information will be designed to reach the broad spectrum of persons within the College community.

Non-Discrimination
Consistent with its existent non-discrimination policies, St. Johns River State College will not discriminate on the basis of an individual’s HIV status.

Specifically, no person shall be subject to adverse employment actions solely because of non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV
disease consistent with the then-current state of scientific knowledge on transmission of the
disease; nor shall any person be denied academic admission access to SJR STATE programs,
facilities, events, services, or any benefits provided by the College, solely on the basis of HIV
status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition
related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspected of
having such virus or conditions, or an individual's association with any person having or
believed to have had said virus or conditions.

Consistent with its existent non-discrimination policies, SJR STATE's policy of non-
discrimination shall be applied to all instances described above, except in those instances when
it shall be determined that reasonable accommodations are not available to insure a person's
ability to participate fully in programs or positions, or when a person, by reason of his or her
HIV infection or AIDS related condition poses, according to available medical information, a
direct threat to the health or safety of themselves or others associated with the College.

**HIV Testing**
SJR STATE will require no test for or verification of the HIV status of any person for employment,
academic admissions, access to SJR STATE programs, facilities, events, services, or for any
benefits provided to College employees or students.

**Confidentiality**
SJR STATE shall, consistent with applicable law, maintain the confidentiality of all College
records documenting and information concerning the HIV status or AIDS related conditions of
SJR STATE students and employees to the same degree that confidentiality is afforded to other
medical records of SJR STATE students and employees. SJR STATE recognizes that a person's
HIV status is a private matter. Therefore, any necessary internal and external communications
regarding benefits, reasonable accommodations or other issues relating to an employee or
student's HIV status or AIDS related conditions, shall be made in a manner consistent with the
confidentiality of such information.

**Policy Statement On Alcohol And Drug-Free Workplace:**
It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The
unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or
alcoholic beverage by College employees is prohibited on any College property. Any employee
who violates this rule may be disciplined and such discipline may include dismissal from
employment. The College may also require an employee who violates this rule to take part in a
drug rehabilitation program.

The College is committed to assuring that SJR STATE, as a workplace, is drug-free and that
employees are not involved while on duty in the unlawful manufacture, distribution, sale,
possession, or use of drugs or other controlled substances.

If an employee self-discloses to his/her supervisor that he/she is in violation of this policy prior
to being found in violation, and satisfactorily participates in a federal, state, or local drug abuse
or rehabilitation program at his/her own expense, then confidentiality and job security will be
protected insofar as possible the first time this occurs. Should there be a subsequent occurrence(s), then the College will determine appropriate action on a case-by-case basis.

If the College determines that an employee is in violation of this policy, the College will take appropriate personnel action as set forth below.

Any employee who is convicted of a violation of a criminal drug statute for activities occurring at the College or while on College business is required to notify the Associate Vice President for Human Resources no later than five (5) days thereafter. Within thirty (30) days after such notification, the College will take appropriate personnel action as set forth below.

Any College employee who violates the College’s anti-drug policy subjects himself to the possibility of dismissal from employment. The College reserves the right, when it deems such action appropriate, to require any employee violating the College’s anti-drug policy to participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. Such a program would be at the employee’s expense and, during participation in such a program; the College may suspend the employee without pay for any absence from work as a result of such participation.

**Definition(s):**

- **Workplace** – any office, building, or property (including parking lots or vehicles) owned or operated by the College, or any other site or location at which the employee is to perform work for the College, either on a temporary or permanent basis.

- **Possession** – to have either in or on an employee’s person, personal effects, motor vehicle(s), and areas substantially entrusted to the control of the employee, such as desk, files, lockers, etc.

- **Controlled Substance** – any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.

**Policy Statement On Sexual Harassment and Sexual Assault:**

It is the policy of St. Johns River State College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at St. Johns River State College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Sexual harassment of employees and students at St. Johns River State College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education career.
2. Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

St. Johns River State College defines sexual assault as follows: any intentional or knowing touching or fondling by the accused, either directly or through the clothing of the victim’s genitals, breasts, thighs or buttocks without the victim’s consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault includes but is not limited to rape. Verbal conduct without the requisite physical touching or fondling will not be deemed sexual assault but may constitute sexual harassment.

St. Johns River State College will investigate sexual harassment and sexual assault cases as defined herein when they occur on campus. Investigations involving students will be handled by the Vice President for Student Affairs and, where appropriate, campus security.

Employees who feel that they have been sexually harassed or assaulted under the above definition and wish further information, or assistance in filing a complaint, should contact Ginger Stokes, Associate Vice President for Human Resources, St. Johns River State College, Administration Building, Room A145, telephone (386) 312-4074. Students with complaints should contact Dr. Gilbert L. Evans, Jr., Vice President for Student Affairs, St. Johns River State College, Student Services Building, Room V227, telephone (386) 312-4127.

If sexual assault involving a St. Johns River State College student occurs off campus, the College will cooperate with the appropriate law enforcement agency in accordance with applicable laws and will activate student conduct rules, which apply.

If sexual assault occurs on campus, the appropriate law enforcement agency will be contacted to handle the investigation. The College Senior Vice President/General Counsel and Executive Director, PAC whose office is in charge of campus security will direct campus security officers to cooperate in the investigation on campus. The College Vice President for Student Affairs will provide counseling and other regularly available support services to a student who is a victim of sexual assault.

St. Johns River State College students who are investigated for or found guilty of sexual assault as described above are subject to the procedures and penalties relating to student conduct as stated in the Student Handbook and other officially adopted College policy and/or procedure statements.

Students and employees of St. Johns River State College who are found guilty of sexual harassment or sexual assault of another student or employee are subject to suspension, immediate dismissal and may be subject to penalties prescribed by state and federal law to include imprisonment.

**Policy Statement On Discriminatory Harassment:**
St. Johns River State College is committed to maintaining an environment free of all forms of harassment, intimidation, and discrimination.

SJR will not tolerate behavior, which creates an unacceptable working or educational environment. Individuals found to have engaged in misconduct constituting sexual or other discriminatory harassment will be subject to discipline, up to and including dismissal or discharge from the College.

This policy applies to all employees, students and contractors working on the College premises.

Discriminatory harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status or any other characteristic protected by law is a form of discrimination and can have a deleterious effect on work and/or academic performance. SJR State will not tolerate harassment by any member of the College community.

For the purpose of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability or any other characteristic protected by law and that:

1) Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or
2) Has the purpose or effect of unreasonable interfering with an individual’s work or educational performance; or
3) Otherwise adversely affects an individual’s employment opportunities.

SJR State strongly encourages the prompt reporting of all incidents of sexual or other discriminatory harassment. Fear of retaliation should not be a barrier to reporting incidents of harassment. Retaliation in any form is a serious violation of College policy and will not be tolerated. Any incidents of retaliation should be reported immediately. All reported incidents of harassment will be investigated immediately. Employees should report all incidents of harassment or retaliation to their immediate supervisor and are entitled to follow the grievance procedures set forth in the College Handbook. Students, prospective students and applicants for employment are encouraged to notify the College Equity/Title IX Coordinator, the Vice President for Student Affairs, and are entitled to follow the grievance procedures set forth in the Student Handbook.

The College President shall designate a College Equity/Title IX Coordinator within the Human Resources Department of the College.

Tobacco Free Policy
The District Board of Trustees and St. Johns River State College are committed to promoting and providing a safe, healthy and productive environment for all students, employees,
contractors, vendors, patrons and visitors. Therefore, it is the policy of the District Board of Trustees that St. Johns River State College shall be a Tobacco-free College.

The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property. Electronic smoking simulated cigarettes (“e-cigarettes”) produce a vapor of undetermined and potentially harmful substances, which may resemble the smoke emitted by the use of traditional tobacco products. Their use in places where smoking or traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the tobacco free policy. As such, “e-cigarettes” are prohibited.

College students, employees, contractors, vendors, patrons and visitors are expected to observe and comply with this policy at all times.

Enforcement of this policy will depend on the cooperation of all students and employees, not only to comply with this policy, but also to encourage others to comply with the policy.

Policy on Public Relations:
The College shall endeavor to develop and maintain good relations with the press, radio, and television in the interest of obtaining coverage of the events within the College area and providing maximum information to the public. All publicity for the general public should be channeled through the Office of Public Relations.

Policy on Parking and Traffic Regulations:
The St. Johns River State College parking and traffic regulations, supplemented by the State Traffic Laws of the State of Florida, will be enforced on the College campus, parking lots and adjacent roadways and apply to all faculty, staff, visitors, Volunteers and students of the College. It is the responsibility of the operator to see that the vehicle he or she is operating is not in violation of any of the regulations. Any vehicle operated or parked on the campus is at the owner’s risk. The following general rules will apply:

Overnight parking is no allowed on any SJR STATE campus unless authorized by the Security Officer on duty. The College assumes no responsibility for injury to personas or damages to a vehicle or its contents at any time it is operated or parked on an SJR STATE campus.

All accidents on or adjacent to the campus are to be reported by the operator involved to the Executive Vice President, Chief of Security, Executive Director and to local law enforcement. The Security Office on the Palatka campus is located in the Administration Building at the east end of the north parking lot.
The Director of Safety and Security is designated to coordinate matters of traffic and parking. Questions of interpretation or enforcement of these rules and regulations or any concerns related to traffic and parking should be referred to the Director of Safety and Security.

The Palatka Campus and Orange Park Campus parking lots have designated and restricted parking. Faculty, Staff and Volunteers shall park in parking spaces designated by blue parking bumpers.

No parking will be allowed in or adjacent to areas bordered by yellow stall lines, bumpers or curbs.

Operator must drive a vehicle at a speed that is reasonable and prudent under the conditions, not exceeding posted speed limits, and must comply with all other traffic control devices.

Vehicles are to be kept under complete control and driven safely at all times.

Policy on Posting of Notices:
All posters, signs, etc. are to be posted on bulletin boards only. No posters or signs are to be put on the walls of the buildings or on furniture. Permission for posting must be obtained from the Vice President for Student Affairs or the campus Executive Director.

Policy on Travel:
Volunteers are not authorized to travel on behalf of the College without prior written authorization from the President or his/her designated representative. Volunteers are not authorized to operate or drive any College vehicle or equipment. Volunteers are not authorized to ride in or on any College vehicle or equipment. Finally, Volunteers are not authorized to utilize their personal vehicle or motorized equipment for the purpose of College business or service.
| ALUABLE is the work you do; |
| UTSTANDING is how you always come through; |
| OYAL, sincere and full of good cheer; |
| NTIRING in your efforts throughout the year; |
| OTABLE are the contributions you make; |
| RUSTWORTHY in every project you take; |
| AGER to reach your every goal; |
| FFECTIVE in the way you fulfill your role; |
| EADY with a smile like a shining star; |
| PECIAL and wonderful – that’s what you are! |

**Thank you for caring enough to Volunteer!**
BACKSTAGE EAST ROOM NUMBERS

BACKSTAGE EAST EXIT

Appendix 6
To create a Work Order Request, log into MYSJR STATE. Under the “My Tab” Tab in the Reporting Channel, click on the link “Electronic Forms Automation”.

**SJRCC Reporting**
- Banner Security
- Budget Approval System
- Course Availability
- Early Alerts
- EPARS - 403B
- Financial Aid Departmental Systems
- HR Departmental System
- Internal Bachelor Admissions Online System
- Records Departmental System
- SJRCC Help Desk
- SJRCC Security Requests
- Program Documents System
- Web Application Processing
- **Electronic Forms Automation**
My Workflow opens in a new window. Under “Maintenance Dept Forms”, click on “Key Request”.

The work order system appears with basic instructions and a listing of all Key Requests created by the requestor. There are 2 buttons located on this page: Create a New Key Request and Return to Automated Forms – returns to My Workflow.
To create a new key request, click on “Create a New Key Request”.

The following form will display. Enter the necessary information for the key request.

If the Full-time or Part-time Employee options are selected, the employee can be selected from a drop-down list.
Otherwise, the name must be entered manually.

**Issued to**  ○ Full-time Employee  ○ Part-time Employee  ○ Contractor

**Other Name**

Select the length of the key assignment as well as the VP who will be approving the request.

**Assignment Length**  ○ Length of Employment  ○ Temporary Assignment  ○ Contractor-3rd Party

**Vp To Approve**

**Vp Decision**

**Vp Signature**

**Request Date**

**Request Status**

*Note: The requestor will need to notify the VP to approve the request.*

Once the information is complete, click on “Create Request”.
A new area will appear to allow the requestor to specify keys. To add a new key to the request, click on “Add Key Location to Request”.

The following form will appear displaying the name of the person the key request is for. Select the type of key requested.

*Note: Some key types require further approval
To specify the location, click on “Select Campus, Building, Room”.

**Type of Key**

- Key For: [Redacted]
- Type Of Key Requested: Room Key

**Key Specific Request**

- Campus: OP
- Building: [Redacted]
- Room: [Redacted]
- Requestor: [Redacted]
- Request Date: 19-NOV-10
- Specific VP Decision: ○ Approved ○ Denied
- Executive VP Decision: ○ Approved ○ Denied
- President Decision: ○ Approved ○ Denied

- Select Campus, Building, Room
The following list will appear. The room can be located using the many search and filtering options. To select the location, click on “Select”.

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Desc</th>
<th>Campus Code</th>
<th>Building Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>A0001-Front Lobby</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0002-Administrative Lobby</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0003-Office (President)</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0004-Conference Room</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0005-Office (Provost)</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0005A-Storage</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0005B-Toilet</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0006-Corridor</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0007-Office (Faculty)</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0008-Open Administrative</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0009-Lounge</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0010-Communications Ctr</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0011-Copy/Workroom</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0012-Office (Secy)</td>
<td>OP</td>
<td>AOP</td>
</tr>
<tr>
<td>Select</td>
<td>A0013-Office (Admin Asst)</td>
<td>OP</td>
<td>AOP</td>
</tr>
</tbody>
</table>

This will return to the previous page populating the location information. When the information is completed, click on “Submit”.
The requestor can add multiple keys to the request by clicking “Add Key Location to Request” and repeating the above steps.
Appendix #5 – Sexual Misconduct Policy Resources
As of November 20, 2017

What to do if you experience sexual misconduct/harassment, domestic/dating/physical violence or stalking:

Any member of the SJR State community who is affected by sexual misconduct/ harassment, and/or domestic/dating/physical violence, which includes, but is not limited to, sexual coercion, sexual violence, sexual battery and stalking, is encouraged to immediately notify law enforcement and/or seek immediate medical attention. Campus Safety and Security can provide free transportation upon request.

The SJR State College Title IX Coordinator is Ginger Stokes. She is located in the Administration Building (Office A0173), and her mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. Her phone number is 386-312-4074, and her email is gingerstokes@sjrstate.edu.

- **Emergency Response:** 911 or Local Law Enforcement
  - Orange Park Campus (Clay County Sheriff’s Office - 904-264-6512)
  - Palatka Campus (Putnam County Sheriff’s Office -/Palatka Police Department, 328-329-0801)
  - St. Augustine Campus (St. Johns County Sheriff’s Office - 904-824-8304)
- **Health and Safety:**
  - Orange Park Campus (Orange Park Medical Center - 904-639-8500)
  - Palatka Campus (Putnam Community Medical Center - 386-328-5711)
  - St. Augustine Campus (Flagler Hospital - 904-819-5155)
- **Campus Assistance:**
  - Orange Park Campus Officer on Duty - 904-626-5885
  - Palatka Campus Officer on Duty - 386-937-2052
  - St. Augustine Campus Officer on Duty - 904-626-5956

Resources, Support and Reporting Options:
All individuals are encouraged to make a prompt report to the College so that the College can take appropriate action to eliminate the misconduct or harassment, prevent its reoccurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the College. Alternatively, an individual who chooses to make a report of sexual misconduct/harassment, domestic/dating/physical violence or stalking to the College should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any College employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

Confidential Resources and Support:
- BASICS Care Services (Students): 904-829-2273
• Employee Assistance Program (Employees): 1-800-272-7252 (website: www.mylifevalues.com, login: SJRSC, and password: EAP)
• Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
  o Palatka Campus - Stewart Marchman Behavioral Health Care - 386-329-3780
  o Orange Park Campus - Clay Behavioral Health Center - 904-291-5561
  o St. Augustine Campus - EPIC Behavioral Healthcare - 904-829-2273
• National Sexual Assault Hotline: 1-800-656-HOPE (4673)

Victim Advocate
• Florida Coalition Against Domestic Violence Hotline (800-500-1119)
• Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
• National Domestic Violence Hotline (800-799-SAFE (7233)
• Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141)
• Florida Department of Health, Palatka (800-440-0420 or (386-326-3200)
• Quigley House, Domestic Violence Center, Clay County (904-284-0061)
• Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
• National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or www.loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:
• Campus Assistance:
  o Title IX Coordinator: (386) 312-4074
  o Orange Park Campus Security - 904-626-5885
  o Palatka Campus Security - 386-937-2052
  o St. Augustine Campus Security - 904-626-5956
• Vice President for Student Affairs/Assistant General Counsel: (386) 312-4127
• Executive Vice President/General Counsel: (386) 312-4106

Order of Protection:
• Local Law Enforcement Victim Advocate:
  o Palatka Campus - Putnam County Sheriff’s Office - 328-329-0801
  o Orange Park Campus - Clay County Sheriff’s Office - 904-264-6512
  o St. Augustine Campus - St. Johns County Sheriff’s Office - 904-824-8304
• State Attorney’s Office Victim Advocate:
  o Palatka Campus - 386-329-0259
  o Orange Park Campus - 904-284-6319
  o St. Augustine Campus - 904-823-2300
• Clerk of Court Victim Advocate:
  o Palatka Campus - 386-326-7640
  o Orange Park Campus - 904-269-6363
  o St. Augustine Campus - 904-819-3600

Campus and Community Resources
The College is committed to treating all individuals with dignity, care and respect. The reporting party and responding party will have equal access to support and counseling services through the
College. Additional resources are available on the Palatka, Orange Park, and St. Augustine campuses. All parties are encouraged to utilize on or off campus resources for assistance.

1. Health and Safety:
The first priority for any individual who has been assaulted is to get to a safe place. If there is continued threat or risk of danger, please call 911 or Campus Safety and Security: Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956. When necessary, seek medical attention. The following is a list of options of where to seek medical attention:

- Local hospital. The closest hospital to your campus:
  - Orange Park Campus - Orange Park Medical Center, 904-639-8500
  - Palatka Campus - Putnam Community Medical Center, 386-328-5711
  - St. Augustine Campus - Flagler Hospital, 904-819-5155

2. Confidential Resources:
The College recognizes that not every individual will be prepared to make a report to the College or local law enforcement. Students seeking to talk to someone about an incident of sexual misconduct or harassment confidentially without making a report to the College or triggering any investigation by the College can utilize confidential resources. These services include:

- Counseling and Psychological Services: BASICS Care Services. Phone number is 386-312-4127 or 904-829-2273.
- County Health Departments: Students may seek medical attention, Plan 8, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment. Putnam County: 386-326-3200, Clay County: 904-272-3177, and St. Johns County: 904-209-3250.
- Silent Witness Report is available at: https://web.sjrstate.edu/apex/prod/?p=SILENTWITNESS or http://www.sjrstate.edu/silentwitness
- A reporting party or third party can file
- Employee Assistance Program (Employees): 1-800-272-7252
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Care:
  - Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
  - Orange Park Campus- Clay Behavioral Health Care- 904-291-5561
  - St. Augustine Campus- Epic Behavioral Health Care- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- State Attorney’s Office Victim Advocate:
  - Palatka Campus (386-329-0259)
  - Orange Park Campus (904-284-6319)
  - St. Augustine Campus (904-823-2300)

Faculty and staff members can utilize the Employee Assistance Program for confidential counseling. Their website is www.mylifevalues.com, login SJRSC, password EAP, and
their phone number is 1-800-272-7252.

3. Other College Resources - Please be advised that the following resources **may not be able to maintain your confidentiality**:

   - **Title IX Coordinator**: The Title IX Coordinator is available to meet with any individual to discuss the options for filing and resolving a report, and offer interim measures to protect safety and well-being. The Title IX Coordinator ensures that the College responds to all reports timely, effectively, and consistently.

   - **Campus Safety and Security**: Assistance is available from the College 24 hours a day (Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956), seven days a week by calling Campus Safety and Security. They can provide transportation to the hospital, coordinate with local law enforcement (if needed), provide information about the College's resources, and take an initial report.

   - **Campus Security Authorities**: College faculty and staff members who have significant responsibility for student and campus activities are CSA’s. Campus Security Authorities include Campus Safety and Security Officers, Counselors, Student Activity Coordinators, Athletic Coaches, College Club Advisors and certain College Administrators.

   - **Faculty and Staff**: The College recognizes that an individual may choose to share information with any College staff or faculty member. With the exception of the confidential resources listed above, all College employees are required to elevate information to the Title IX Coordinator.

   - **Vice President for Student Affairs/Assistant General Counsel (386) 312-4127**: The Vice President for Student Affairs/Assistant General Counsel can provide students with information about the College's resources and report process and offer interim measures to protect safety and well-being.

   - **Human Resources (386) 312-4074**: The Human Resources Department can provide employees with information about the College's resources and complaint process and offer interim measures to protect safety and well-being.