

EMPLOYEE HANDBOOK

New College
THE HONORS COLLEGE of Florida

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WELCOME

Greetings! Welcome to employment with New College of Florida. You have joined one of the premier honors colleges in the nation. We are excited that you have selected New College of Florida as your college and employer of choice.

Your employment with New College is a significant factor in our success and we hope that your experience here will be rewarding. This handbook provides an overview to the college's policies and procedures and should be used as a reference tool to answer questions regarding the services we provide.

We encourage you to read and use this Employee Handbook as a resource guide and to consult your supervisor or Human Resources regarding any questions you may have.

You play a strategic role in assisting the College in achieving its goals in providing a quality education for our students. Your contributions and dedication to service and excellence will enable us to reach new heights of success.

Sincerely,

Your Human Resources

YOUR NEW EMPLOYER INTRODUCTION

New College believes that an honest, open relationship with each employee is vital to our mutual success. The policies, procedures and regulations in this handbook are a collection of existing College and State University System (SUS) rules and regulations. If any part of this manual conflicts with Florida Statutes, Boards of Governors' Regulations, or NCF Regulations, the terms of the applicable statute and/or regulations will supersede the handbook provisions. New College reserves the right to revise, supplement, or rescind any policies or portion of the handbook at any time as it deems appropriate.

Nothing in this handbook is meant to imply, create, or constitute a contract of employment or limit New College's discretion to discipline or terminate employment. In addition, no employee, agent, or representative of New College has the authority to authorize you to engage in any conduct or behavior that conflicts with New College employment policies and procedures or to offer an expressed or implied contract of employment unless that authorization is set forth in writing and signed by an Officer of New College.

This Employee Handbook applies to all College employees; provided, however, that its application is subject to the terms and conditions of any existing applicable collective bargaining agreements in the case of employees who are members of a collective bargaining unit and are represented by a collective bargaining agent.

NEW COLLEGE MISSION STATEMENT

New College offers a liberal arts education of the highest quality in the context of a small, residential public honors college with a distinctive academic program; which develops the student's intellectual and personal potential as fully as possible; encourages the discovery of new knowledge and values while providing opportunities to acquire established knowledge and values; and fosters the individual's effective relationship with society.

A POSITIVE CAMPUS ENVIRONMENT

New College of Florida is dedicated to providing a positive campus environment free from all forms of harassment, bullying, stalking, intimidation, and exploitation. All members of the College community have a right to be treated with dignity and respect.

The College has an obligation to prevent harmful behavior, while protecting the exercise of free speech and expression. The College takes both of these obligations seriously. If you have concerns about work conditions or compensation, you are encouraged to voice these concerns with your supervisor. Our experience indicates that when you voice concerns directly with supervisors, the work environment, communications, and attitudes will improve. New College strives to respond timely and effectively to all employee concerns.

ORGANIZATIONAL STRUCTURE

The Board of Governors in Tallahassee appoints representatives to administer and ratify the activities of the College. These representatives are called the Board of Trustees. The President of the College is selected by the Board of Trustees. The Board of Trustees is responsible for establishing, and the President is responsible for administering and maintaining, the Personnel Programs. The President may delegate the authority and responsibility for personnel actions within the area for which the designee is responsible. For additional information see: <https://drive.google.com/file/d/0B3FQtTgKui8zN1F2SzhMaWRGbDQ/view>

HUMAN RESOURCES

Human Resources is a strategic partner in supporting the goals and values of New College by recruiting, developing, and retaining a highly qualified and diverse workforce. Your career success at New College is our goal. Human Resources offers many opportunities to make that happen. From your first sign-on day, to your retirement counseling session we strive to ensure that your questions are answered and your concerns are resolved. Information in this handbook is derived from these links and other links as noted: <https://www.ncf.edu/about/departments-and-offices/human-resources/>

NEW COLLEGE GOALS FOR EMPLOYEES INCLUDE:

- a. Providing equal employment opportunity and treatment regardless of race, religion, color, sex, marital status, disability, national origin, veteran status, sexual orientation, gender identity, gender expression or any other protected characteristic.
- b. Providing competitive salaries and employee benefits.
- c. Providing support for curriculum, faculty and administration needs.
- d. Monitoring and complying with applicable federal and state laws and regulations concerning employee safety.
- e. Providing training consistent with New College's requirements for those whose needs, capabilities, and desires warrant such training.
- f. Accepting constructive suggestions that relate to methods, procedures, working conditions, and the nature of the work performed.
- g. Establishing appropriate procedures for you to discuss matters of interest or concern with your immediate supervisors.
- h. Providing training, development, and career advancement opportunities.
- i. Ensuring New College provides a spirit of harmony and teamwork with all employees as it relates to the total work experience.
- j. Providing an open door policy.

NEW COLLEGE EXPECTS YOU:

- a. To arrive and begin work on time.
- b. To give a productive day's work.
- c. To demonstrate a considerate, friendly, and constructive attitude toward co-workers, students and external customers.
- d. To adhere to the policies adopted by New College.
- e. To practice teamwork at all times, enhance a positive work environment, and treat everyone with dignity and respect.
- f. To adhere to New College's Mission Statement at all times.
- g. To treat our students as our primary concern.
- h. To present a positive attitude.

IMPORTANT TERMS TO KNOW

Employee Categories Defined

The College assigns positions to six different categories:

Executive Service: Executive Service positions ordinarily report directly to the President, unless otherwise specified, and may include the vice presidents and other positions responsible for policy-making at the executive level. These positions qualify for all benefits.

Faculty: Faculty are assigned the principal responsibility of teaching, research, public service activities or administrative responsibility functions directly related to the academic mission. Tenured faculty members who serve in positions designated as Executive Service shall retain their earned tenure status. These positions qualify for all benefits.

Administrative and Professional (A&P): A&P positions are assigned administrative and management responsibilities or professional duties at the department level. These positions qualify for all benefits.

University Support Personnel Services (USPS): USPS positions are assigned paraprofessional, clerical, technical, skilled crafts, service, designated law enforcement or maintenance duties. These positions qualify for all benefits.

Other Personnel Services (OPS): OPS positions are non-established temporary positions; OPS positions may qualify for supplemental benefits. They do not qualify for leave or retirement benefits.

Student Employees: Student employees are considered temporary and include student assistants on federal work study funds.

Full Time Equivalency (FTE)

Positions are also defined by the number of hours they work. One common term is fulltime equivalency or FTE. If you are hired to work fulltime (40 hours a week) you will have an appointment of 1.0 FTE. Appointments less than 100 percent of the standard workweek will be less than 1.0 FTE. For example, if you are employed to work 20 hours a work week, you will have a half time appointment or be employed at .50 FTE.

GETTING STARTED

Pay

New College's philosophy is to offer work conditions, wages, and benefits that are competitive for our demographic area and institution size. Your pay is determined primarily by the class title assigned to your position. If you meet all the minimum training, work experience and education requirements of the position at the time you are hired, you are eligible to receive at least the minimum of the salary range for that position. If you have training and experience that exceeds the minimum requirements and your hiring department has the available budget, you may receive a starting salary above the minimum of the pay grade.

Pay Days and Paychecks

All employees are paid on a biweekly basis. Provided you complete payroll sign-up prior to the payroll closing deadline, you should receive your first paycheck on the payday following your initial date of employment and every other Friday thereafter.

All employees must participate in direct deposit as a condition of employment. New College has the right to initiate debit entries and adjustments, to the affected bank account, as necessary. Your check will be directly deposited into your account. You can change your direct deposit account information after you are hired by contacting Human Resources. Deductions may be made at your request for items such as the Colleges' retirement plans and contributions to the community fund raising campaign.

New College is not responsible for any fees charged to you for errors resulting from miscommunication of address or direct deposit changes.

Non-exempt employees are paid an hourly rate of pay and exempt employees are paid a biweekly rate of pay. Biweekly rates for annual salaried employees are calculated by dividing the number of paid days in a fiscal year.

Your biweekly take-home pay can sometimes vary based on required deductions or those you have authorized. For example, your health insurance deduction is taken only 24 times a year, but you are paid 26 times a year. Therefore, at least two of your paychecks will be larger because of the absence of that deduction.

Federal and state laws mandate that New College make deductions from every employee's paycheck for certain items such as Federal income taxes and Social Security/Medicare. No deductions, other than those required by law or assigned by a court order, will be made from the employee's paycheck without written authorization. Examples of these type of deductions include; Court Orders, Child Support, Student Loans, Garnishments or IRS Tax Levies. Participation in New College benefit plans implies employee authorization of related payroll deductions. Questions regarding deductions should be directed to Human Resources.

NCF ID Cards

The NCF ID card is required of all students, faculty and staff. Should you lose your card, you can go to the office located in the Library and purchase a new card. You will need photo identification and a completed Badge Form which you can get from Human Resources. College identification cards may be issued to non-employees, please contact your Department Fiscal Liaison. Refer to Regulation 4-1002 NCF Identification Card, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Parking Tags

Transportation and Parking Services is responsible for regulation of vehicles for faculty, staff, students and visitors. The office issues tags, processes parking fines and appeals and manages the visitor parking lots and signs. Tags are required for all vehicles, including mopeds and motorcycles. Tags may be purchased at the Parking Services office located in the Finance Office.

Personal Appearance

While New College does not have specific dress code, it is clearly expected that all employees will dress appropriately. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image New College presents to its students, parents, clients and visitors. During business hours, employees are expected to present a clean and neat appearance. Department Heads may establish guidelines for appropriate attire for their department. Any dress code established by a department must be enforced consistently within that working environment. Please see your manager about what type of dress is appropriate for your work area.

Benefits Enrollment

All new employees have the opportunity to attend a Benefits enrollment session. Information and brochures are available to you when you complete your new hire paperwork. You may also enroll on-line through the People-First web site. Additional information regarding Benefits is located at <https://www.mybenefits.myflorida.com>

CONDITIONS OF EMPLOYMENT

Introductory (Probationary) Periods

USPS Employees

New College views the probationary period as an extension of the selection process. As a USPS employee, you will typically serve in a six-month (180 days) probationary period from the date of your initial employment. USPS employees in law enforcement classifications serve a twelve-month probationary period. During the introductory period, your supervisor will be evaluating your progress in the job as well as your ability to perform the items cited on your position description. If you have demonstrated that your work progress has been satisfactory and the decision is made to continue your employment, you will earn regular status in the position. During the introductory period you earn the same benefits as an employee with regular status. The introductory period may be extended if: 1) a supervisor decides additional time is needed for appropriate training or on the job experience, 2) an employee is granted an authorized leave of absence. A USPS Employee may be terminated during the introductory period without notice or reason and without rights of appeal.

If you are promoted or transferred within New College you must complete a second probationary period of the same length with each reassignment to a new position. Any significant absence can extend a probation period by the length of the absence at the discretion of the supervisor. If New College determines that the designated probation period does not allow sufficient time to thoroughly evaluate your performance, the probationary period may be extended by thirty day intervals not to exceed six months.

In cases of promotions or transfers within New College, if you, in the sole judgment of New College, are not successful in the new position, you can be removed from that position at any time during the secondary probationary period. If this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified, depending on the availability of such positions and New College's needs. Benefits eligibility and employment status is not changed during the secondary probationary period that results from a promotion or transfer within New College.

A&P Employees

There is no probationary period for an A&P employee. A&P employees are appointed to positions for one year. Reappointment is based on performance and as an A&P employee, you will have your job performance evaluated annually.

Performance Appraisals

Department Chairs, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal appraisal will be conducted at the end of a new USPS employee's 180 day probationary period. Performance Appraisals for A&P and USPS employees are due annually on August 31; performance appraisals for faculty are due annually within 60 days after the end of the academic term during which the evaluation will be made. Appraisal sessions encourage both supervisors and employees to utilize the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Required Training

When employees complete their new hire paperwork they also participate in Red Flag training, Title IX training and FERPA training.

Human Resource Files

Pursuant to *Florida Statutes* Section 1012.91, except as required for use by the President or President's designee in the discharge of his or her official responsibilities, certain records are confidential and exempt from the provisions of F.S. 119.07(1) and will only be released upon the written authorization of the employee or upon order of a court of competent jurisdiction:

Refer to Regulation 3-4015 Limited-Access Personnel Records, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Employees wishing to review their files may do so during normal business hours. Files shall be reviewed in the presence of a representative of the Human Resource Department who will answer questions or offer other assistance as necessary. Any employees who are unable to review their files during the time period indicated should contact the Human Resources and every effort will be made to make special arrangements to meet the employee's request.

Refer to Regulation 3-4013 University Support Personnel Staff (USPS) Personnel Files, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

YOUR WORK DAY

Working Hours

Each New College of Florida position is classified as either *Non-Exempt* or *Exempt* in compliance with the Fair Labor Standards Act (FLSA). These classifications do not guarantee employment for any specified period of time, but rather determine specific provisions as outlined in the FLSA laws. Additionally, employee status will be classified as *Full-time* or *Part-time*.

Whether you occupy a regular, temporary or part time position, you are either non-exempt or exempt according to the overtime provisions found in the Fair Labor Standards Act (FLSA). The FLSA establishes federal minimum wage, overtime payment, record keeping requirements, and child labor standards for employees based on either an “exempt” or “non-exempt” status which relates to your duties and the responsibilities.

USPS Non-Exempt

Our hourly employees are eligible for overtime at 1.5 times their regular hourly rate for all hours *physically* worked over 40 in New College of Florida’s scheduled workweek. Detailed records must be kept of the employee’s daily and weekly hours worked. Failure to work scheduled overtime or overtime worked without written prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

USPS Exempt: Are hourly employees and are eligible for overtime at hour-for-hour.

A&P Exempt

Are salaried employees exempt from the payment of overtime. These employees serve in an executive, administrative or professional capacity. The exempt classification is dependent on the type of work the individual performs.

The Standard Work Schedule

The standard work schedule for all employees is a 40 hour, five day workweek of (8) hours a day plus a meal break. Other schedules may apply to part-time employees, police officers and other shift employees. Your supervisor is responsible for determining your work schedule. A supervisor may seek appropriate approval to use a variable schedule to the departmental needs. Your work time or hours worked includes the time that the College requires or permits you to be on duty, whether on the campus or other designated work sites.

Attendance at training programs and other meetings per approval of your supervisor, including grievance meetings, may also be considered worktime. It is also considered work time if you are required to attend training programs as part of your job, whether during, before or after your regular work schedule.

Recording Your Work Time

All employees use the Web Time Entry (WTE) system under the Employee Self Service tab in NewCleis to record time worked and/or their leave used each biweekly pay period. All OPS, Student, and USPS employees’ record time worked and leave used as applicable. All A&P, Faculty and Executive employees’ record their leave used (sick or annual if appropriate to the classification).

For OPS Employees/Student Employees

All OPS employees and Student employees must record their daily hours worked as well as any overtime worked in excess of the forty hour workweek. Student employees are limited to 29 hours worked total in a week across all the jobs they hold during the school year. Students may work longer hours in the summer.

For All USPS Employees

All **USPS** employees are required to record their time worked, including hours worked over forty and leave used information on a daily basis. WTE timesheets must be submitted by the Payroll Calendar deadlines. Late submissions will be processed for payment during the next payroll cycle. Those that continue to submit their hours after the deadline will be subject to disciplinary action, up to and including termination.

All **non-exempt USPS** employees should not begin work before the established starting time or work beyond the established quitting time unless a supervisor has approved the schedule in advance. No work shall be taken from the work area to be completed at home after hours.

If you are a **non-exempt USPS** employee who works more than (8) hours in a workday, your schedule may be adjusted so that you will not work more than (40) hours in a work week. Approved hours worked over forty are paid as overtime hours.

Exempt USPS employees who work approved hours over forty will be paid hour per hour.

Breaks

It is the policy of New College to comply with state and federal laws regarding meals and breaks. All full-time **non-exempt USPS** employees are permitted a paid 15-minute rest break for each four-hour work period. Breaks are not allowed at either the beginning or end of the work day to offset arrival and departure times. Failure to return on time from breaks or lunch will subject the employee to disciplinary action, up to and including termination. Exempt employees do not get designated breaks.

Meals

All **USPS** employees who work an eight-hour day or more are permitted a non-compensable meal break of 60 minutes (for **non-exempt employees**, 60 minutes is at the supervisor's discretion when combined with the paid 15 minute breaks discussed above. Otherwise it is a 30 minute lunch break). Meal breaks are not counted toward worked hours. Employees are to be completely relieved from duty during their meal break-if there are any work related disruptions, the employee must be compensated for the entire lunch period. Any time spent working during the meal break will be counted toward the total hours worked. Failure to return on time from lunch will subject the employee to disciplinary action, up to and including termination.

Travel Time

Travel time spent as part of your normal **USPS** job activity, such as traveling from job site to jobsite during your regularly scheduled working hours is considered work time and must be recorded. Travel to and from work is not counted as time worked. As a USPS employee, when traveling out of town during normal work hours on work assignments, regardless of the day of the week, your travel time is considered work time and ends upon arrival at the travel site or upon your return home.

Meetings and Training Time

Time spent to attend grievance hearings (pursuant to a Collective Bargaining Agreement or College procedure), during regular hours of work is considered work time. If you are required to attend training programs and meetings as part of your position, whether during, before, or after your regular work schedule, will be considered work time. Attendance at other training programs or meetings may be considered time worked if approved by your supervisor.

Overtime Pay and Compensatory Leave

For additional information regarding leave see the [Payroll and Leave information](#) website.

Overtime and Overtime Compensatory Leave (Time and a half)

Overtime is applicable to **USPS non-exempt and OPS non-exempt employees**. Overtime must be pre-approved by the appropriate supervisor prior to the hours being worked. Failure to comply with this provision may lead to disciplinary action, up to and including termination. Overtime worked will be paid in accordance with the provisions of the Fair Labor Standards Act (FLSA). Overtime shall be paid no later than the end of the following pay period, unless accrued as overtime compensatory leave. Your supervisor may require you to modify your work schedule to minimize overtime during the

workweek. **Student employees** should never work over 29 hours (total of all campus jobs) and would thus not receive overtime. Students will lose exemption status if they work over 29 hours.

Regular Compensatory Leave (Straight time/hour per hour)

Regular compensatory leave is provided to a **USPS exempt employee** for work beyond 40 hours on an hour-for-hour basis. New College may elect to pay for unused regular compensatory leave with the approval of the VP Finance and Administration or designee.

Faculty, A&P, and Executive Service employees are classified as exempt employees. These categories of employees do not earn regular compensatory leave.

Special Compensatory Leave (Straight time/hour per hour)

All USPS employees may earn special compensatory leave for the following situations: 1) hours worked during a College observed holiday; 2) the College observed holiday falls on a regularly scheduled day off; 3) employee works 40 hours during the workweek of a College observed holiday; 4) employee is required to perform essential duties when campus is closed for an emergency. Special compensatory hours shall be paid on an hour-for-hour basis. New College may elect to pay for unused special compensatory leave with the approval of the VP Finance and Administration or designee.

Faculty, A&P, and Executive Service employees required to work on a College observed holiday, will have 12 months to either use the equivalent number of hours worked or notify the supervisor their desire to be paid. Hours not used or paid will be forfeited.

Summary

	OT Comp	Regular Comp	Special Comp	Personal Holiday
OPS	no	no	no	no
USPS Non-Exempt	yes	no	yes	yes
USPS Exempt	no	yes	yes	yes
A&P	no	no	yes	no
12 month Faculty	no	no	yes	no
Academic Faculty	no	no	no	no

ANNUAL LEAVE

The table below summarizes annual leave accrual:

Employees	Biweekly Accrual Hours	Year-End Maximum	Maximum Payout
OPS	0	0	0
Faculty (12 month)	6.77	352	352
A&P	6.77	352	352
Executive	9.20	480	480
USPS (below by time)			
0 – 6 months	4	240	0
7 – 60 months	4	240	240
61 to 120 months	5	240	240
Over 120 months	6	240	240

Advancing Annual Leave

Employees may request an advance of annual leave of up to 40 hours for exceptional situations including for example the closing of the College for winter break and illness or injury (employee and/or immediate family). Authority to approve/deny the advancement of annual leave is delegated to the Director of Human Resources or designee. Paperwork must be turned in by the appropriate payroll deadline.

SICK LEAVE

Sick leave must be accrued prior to use. There is no maximum amount of sick leave that can be accrued. Sick leave in excess of three (3) days will require documentation from a physician addressing the ability to return to work. If for any reason you will be late or cannot report to work due to illness, contact your supervisor prior to the start of your shift or as soon as possible. Please consult your supervisor regarding the procedures for reporting absences. Failure to report absences could result in disciplinary action.

Employee Type	Biweekly Accrual
All Faculty	4
A&P	4
USPS	4
Executive	5
OPS	N/A

Sick Leave Pool

The New College Sick Leave Pool affords its members the opportunity to remain in full-pay status for a specified period of time after depleting all of the individual employee's sick, annual, compensatory leaves, and personal holidays (USPS only). For additional information, regarding sick leave procedures see the [Work Life Balance](#)

OTHER TYPES OF LEAVE

For additional information on specific leave see [Payroll and Leave Information](#) website.

Medically Related Leave of Absence

Personal Leave

Military Leave

Parental Leave

Administrative Leave

Administrative leave is not charged against your individual leave balances and is granted to keep you in full pay status under certain circumstances. No type of administrative leave shall be accrued for payment at a later date. Administrative leave is subject to supervisory approval.

Administrative Leave Categories
Jury Duty
Summons as Witness

Athletic Competition
Official Closing of New College
Florida Disaster Volunteers
Civil Disorder
Voting in Public Elections
Investigations
Disciplinary Notice
Bereavement Leave
Domestic Violence Leave
Fitness for Duty (Compulsory Leave)

Family Medical Leave

New College complies fully with the Family and Medical Leave Act of 1993 (FMLA) and recognizes certain conditions under which you may request time off without pay for a limited period with job protection and no loss of accumulated service, provided the employee returns to work.

FMLA provides eligible employees, including OPS employees, up to twelve (12) weeks of unpaid leave during each twelve (12) month period for covered purposes. To be eligible you must have worked for New College a minimum of twelve (12) months (need not be consecutive), and also have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Breaks in employment do not affect this total.

For additional information regarding family medical leave see the [Health and Wellness webpage](#)

HOLIDAYS

The College observes the following holidays:

- New Year’s Day
- Martin Luther King, Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

The New College Board of Trustees has historically provided benefits eligible faculty and staff a block of four (4) days for Winter Break. This is considered paid administrative leave (not an official holiday). In some cases a fifth day is granted at the discretion of the President. Holidays that fall on a Saturday will be observed on Friday. Holidays that fall on a Sunday will be observed on Monday. Notification regarding winter break days occurs in October.

Religious Holidays

The College will reasonably accommodate the observance, practice and belief of employees with regard to attendance and scheduling of work. Employees wishing to observe a holiday of their faith, shall, upon notifying their supervisor, be allowed to use accrued leave or leave without pay.

Personal Holiday (USPS only)

All USPS employees are entitled to one personal holiday each fiscal year. The personal holiday for a full-time USPS employee is eight (8) hours. It is available to eligible employees July 1 and must be used by June 30, or it will be forfeited. For part-time USPS employees, the personal holiday will be prorated based on the full-time equivalency (FTE).

JOB CLASSIFICATION AND COMPENSATION

For additional information see [Classification and Compensation](#) website.

Job Classifications

Your job classification is determined by the duties and responsibilities outlined in your position description. Positions with similar duties and responsibilities are grouped together in a common category. The purposes of a classification system include the following:

- To maintain an “equal pay for equal work “policy, thus avoiding inequitable treatment of employees by assuming positions requiring similar tasks and duties are grouped and classified together.
- To aid in recruitment by establishing meaningful qualification requirements, to provide a base of common understanding through a system of class titles.
- To aid in clarifying and improving organizational structure; to facilitate better employee-management relations, facilitate administration of funds allocated for wages and salaries in an equitable manner.
- Position classification is based on the duties and responsibilities of the job not on the qualifications held by an applicant or incumbent.

Reclassification

If duties and responsibilities of your position have changed significantly enough to warrant a review or a new classification, a request for review may be made by the supervisor to Human Resources. Seniority, years of service, job performance, or ability to handle an increased volume of work are not considered in determining if the position warrants a reclassification. Only changes in duties and levels of responsibility are considered. Reclassification studies may result in three outcomes; the position is upgraded to a higher level consistent with the assigned duties, the position is downgraded to match the assigned duties or the classification remains the same with an update in the position duties.

Essential Personnel Designations for Emergencies

New College makes safety for its community a top priority. When interruptions in normal college operations occur as a result of an emergency, the college will exercise efficient use of its resources to ensure the safety and welfare of the college community, continuity of key operations, and the protection of college property. Designated personnel may be needed to perform duties on campus during an interruption in normal operations. Essential personnel provide vital support to the college in the event of an emergency or disaster resulting in the official suspension of classes and/or closing of offices. When the college officially closes or suspends classes due to an emergency, essential employees may be required to report to work if directed to do so by a supervisor or the college’s executive management team. Departments are responsible for identifying essential employees and notifying them where and when they are required to report to work.

Salary Adjustments

Salary increases will be made in accordance with the guidelines established by the President and the Board of Trustees.

Special Pay Increases

Special pay increases provide an increase to an employee’s salary in his/her current position and title and may be given as long as rate and dollars are available within the department. Special pay increase categories include increased responsibilities where additional duties have been assigned but not at the level to warrant a reclassification, counter offers that may be actual or anticipated, or for market equity issues.

Special increases may be temporary or permanent. The effective date is determined in consultation with human resources. *Retroactive special pay increases are not allowed and departments should make every effort to ensure that the special pay paperwork is submitted timely.*

CAREER MOVEMENT

Position Vacancies

New College Human Resources posts position vacancies as they occur. New College does not accept unsolicited resumes. New College encourages promoting from within if there are qualified internal applicants. Employees must have been in his/her current position for a minimum of six (6) months prior to applying for a new position. Any exception to the six (6) month probationary period must be approved by the supervisor and appropriate Vice President or designee. OPS employees are considered external candidates.

Additional information may be found in Chapter 3 at [3-4008 Employee Selection and Appointment](#)

Vacancy information is available by visiting the New College [Employment Opportunities](#) website.

Job Titles and Qualifications

All positions have minimum qualifications that require various levels of training, work experience and education. In addition, departments often have special requirements for certain positions.

Reassignments/Promotions/Demotions

If you are a USPS employee who has successfully completed your probationary period in your current position, you are eligible to apply for a posted position. Promotions, reassignments or demotions are not allowed if the employee receives a “Below” rating on their last performance appraisal. An employee who has recently received disciplinary action may not be eligible to apply for vacant positions. Please check the appropriate collective bargaining handbook for further information.

Depending on your career goals, there may be times when a reassignment or demotion is an appropriate decision to make. A reassignment or lateral move is a move to a job that is the same classification (job title) as your present job or in a different classification but the same pay grade. Applications for reassignment are appropriate when you are interested in moving to another area or when your background would be put to better use in a different type of work. Reassignments within a department may be made at the discretion of management. A voluntary demotion may be an alternative when considering career options. *A demotion is when an employee moves from a position in one classification to a position in another classification that has a lower pay grade.*

Employment Verification Checks

It is the policy of New College of Florida to only divulge dates of employment, position and verification of salary and other truthful information that may be requested for current and former employees. Should anyone receive a request regarding a reference check/employment verification, please forward the information to Human Resources.

EMPLOYEE BENEFITS

For additional information see [Benefits at New College](#) website.

Medical Insurance

A&P, Executive Service, Faculty and USPS employees and their eligible dependents are eligible for medical insurance coverage on the first day of the month following the hire date. Enrollment may occur during the following: Initial hire, Open Enrollment (Last quarter of the year), and a qualifying event as determined by the Department of Management Services.

Affordable Care Act

The Affordable Care Act provides an opportunity for temporary workers to seek insurance based on hours worked. Adjunct, OPS and Student Workers and their eligible dependents may be eligible for Medical Insurance coverage on the first day of the second month following the hire date. Information regarding eligibility will be mailed to the home address by People First, the College's third party administrator.

Supplemental Insurance

A&P, Executive Service, Faculty and USPS employees and their eligible dependents are normally eligible for Supplemental Insurance coverage on the first day of the second month after their hire date if determined by People First. Adjunct, OPS and Student Workers may be eligible for most Supplemental Insurance plans. Supplemental Insurance plans may include: Dental, Vision, Optional Life, Disability or any other ancillary benefits.

Life and AD&D Insurance

The College provides Basic Term Life and Accidental Death & Dismemberment Insurance to eligible A&P, Executive Service, Faculty and USPS employees. Coverage is normally effective on the first day of the month following the hire date. Additional Optional Life Insurance is also available.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health, dental, and vision insurance coverage when a "qualifying event" results in the loss/change of eligibility. Some common qualifying events are resignation, termination of employment, or death, a reduction in the employee's hours, divorce, and dependent children no longer meeting eligibility requirements. To qualify under these conditions, enrollment must be requested within 60 days of the event. Proof of these events must be submitted to Human Resources in writing. You may also contact People First directly to request cancellation of all benefits effective the month of your last day worked. Under COBRA, the employee or beneficiary pays the full cost of coverage at New College's group rates plus an administration fee. People First provides each eligible employee with a written notice describing their rights under COBRA when the employee becomes eligible.

For further information, please visit www.peoplefirst.com.

RETIREMENT

For additional information on retirement see [Retirement](#) website.

New College offers several retirement options to eligible A&P, Executive Service, Faculty and USPS employees. A&P, Executive Service and Faculty Employees are eligible to select from the Florida Retirement System (FRS) Pension, Investment Plan or Optional Retirement Plan (ORP). USPS employees are eligible to select from the Florida Retirement System (FRS) Pension or Investment Plan.

Enrollment Guidelines for:

Pension and Investment Plans - Employees must enroll within eight (8) months of hire date.

ORP - Employees must enroll within 90 days of hire date.

New State of Florida employees that fail to enroll within the above timelines will default to the FRS Pension Plan.

Voluntary Deductions

As a New College employee, you may purchase fixed, variable, flexible or investment annuities or mutual funds from several companies by payroll deduction. These 403(b) and 457(b) tax-sheltered annuities (also called deferred compensation) result in a tax deferral for you because the dollars put into the program, as well as interest or other earnings, are not taxed until you receive them. To achieve maximum benefit, this program should be considered only for long-term saving, including retirement planning. If you choose to participate in 403(b) and/or 457(b) plans, you will need to review your deductions each calendar year to ensure that they do not exceed the maximum limits allowed by the IRS. Your tax-sheltered annuity company is available to assist you with these calculations.

OTHER NEW COLLEGE BENEFITS

For additional information on other benefits listed below see [Health and Wellness](#) website.

Education Assistance Program

New College strongly encourages its employees to pursue educational opportunities for professional growth and development. The Education Assistance Program (Program) is designed to provide eligible employees tools to enhance their jobs skills and further their education by providing assistance in meeting the expenses of continuing education. Regular USPS, A&P and Faculty employees, working full time, who have been employed in an established position for at least six (6) months and who meet academic requirements are eligible. Vocational, undergraduate or graduate course work is eligible for tuition reimbursement. New College will reimburse tuition costs at the actual semester credit hour rate charged up to the cost of a resident undergraduate semester credit hour charged by New College. Total semester credit hours eligible for reimbursement will not exceed a maximum of six (6) semester credit hours per term.

Family Tuition Support

New College is a member of The Tuition Exchange (TEP) a reciprocal scholarship exchange program. All faculty, administrative, and support staff employees (full-time benefits eligible) who have completed two years of continuous service by September 1 of the current academic year are eligible to participate. Employees can send their dependents to any of the 530 TEP institutions as “exports,” and NCF, in return, accepts the dependents of other members of TEP as our “imports.” NCF employees whose dependents are participating in TEP pay the equivalent of tuition per academic year for the privilege of having the majority of their child’s tuition waived by the TEP institution they are attending (you still must pay room and board expenses).

A list of participating TEP schools can be found on the [tuition exchange program web site](#).

Employee Recognition Program

New College Employee Recognition Program provides recognition for eligible employees based on years of service. Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the NCF Community. New College is authorized to expend state funds for recognition and awards to employees in compliance with this rule. Any award will be contingent upon the availability of funds. Nothing in this rule is intended to govern the expenditure of private funds to which New College may have access.

Refer to Regulation 3-4012 Employee Recognition Program, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

EMPLOYEE RELATIONS

Standards for Performance and Conduct

New College encourages all staff members to contribute to a positive and productive environment in which to work and learn. With this in mind, the university has established Standards for Performance and Conduct. These standards seek to help administrators, supervisors and employees understand and interpret the College's expectations of its work force.

While the majority of employees may never need discipline, exceptions do occur. Depending on the severity of the offense disciplinary actions may include written warnings, suspensions and dismissals. Management has the discretion in accordance with applicable policy to determine the degree of discipline to administer for a particular offense. The College's Standards for Performance and Conduct shall govern the manner and extent to which disciplinary action is taken, except that greater or lesser penalties may be imposed depending upon the seriousness of the offense and any aggravating or mitigating circumstance or as otherwise required by law.

These rules **apply to all College employees**; provided, however, its application is subject to the terms and conditions of any existing applicable collective bargaining agreements in the case of employees who are members of a collective bargaining unit and are represented by a collective bargaining agent.

College employees who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of New College shall be subject to appropriate disciplinary action by College authorities as set forth in the applicable rules and laws governing such actions.

Refer to Regulations 3-4007 Misconduct, 3-4010 Discipline, and 3-4014 Disciplinary Action, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

A Word about Attendance

In accepting your position, you are obligated to be at work as scheduled. Failure to report to work as scheduled for three (3) consecutive days without properly notifying your supervisor shall be considered job abandonment resulting in immediate termination of employment. Tardiness may result in disciplinary action, up to and including termination. Leaving the assigned work area without permission may result in disciplinary action, up to and including termination. Time off for personal business must be preapproved by your supervisor. It is important that your supervisor is always informed of your status. Excessive absenteeism and/or tardiness may lead to disciplinary action, up to and including termination. *Note: Medical leaves of three (3) or more days will require medical documentation from a physician that stipulates that the employee can return to work.

In case of emergency or sudden illness, you must notify your supervisor prior to the start of your shift. Text messages and e-mails are not an appropriate means of notification. See your supervisor for specific details relevant to your department.

Falsification

New College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process, employment and leave records. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in New College's exclusion of the individual from further consideration for employment or if the person has been hired, immediate termination of employment.

Background Checks-Disqualification of Employment

Background investigations are conducted on all A&P, USPS, Executive Service, Faculty and OPS job candidate(s) to whom an offer of employment has been made as well as for volunteers. Certain convictions may disqualify an applicant for consideration in sensitive positions or positions of trust. Some volunteers may also need a background check depending on the nature of their volunteer activities.

Current employees and volunteers shall notify NCF management of any felony or first degree misdemeanor of which they are convicted or, if applicable to their position, if their driver's license is suspended subsequent to their employment or volunteer work with NCF. Such notification must be made within three (3) working days of the conviction or driver's license suspension. Refer to Regulations 3-4007 Misconduct, 3-4010 Discipline, and 3-4014 Disciplinary Action, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Non-Reappointment (A&P and Executive Service Employees)

The College may elect at any time to cancel the employment contract without cause by providing written notice of cancellation to an A&P or an Executive Service employee:

Four (4) weeks for those with less than one (1) year of service, Twelve (12) weeks for employees with one (1) to five (5) years of service, Sixteen (16) weeks for employees with five(5) to ten (10) years of service and twenty (20) weeks for employees with more than ten (10) years of service.

Refer to Regulation 3-4011 Administrative and Professional Employment Contract Cancellation, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Grievance Procedures for In-Unit Employees

Because New College encourages informal resolution of grievances and complaints, your immediate supervisor is available to help you resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you may choose to initiate a formal grievance or complaint. Employees covered by collective bargaining have different procedures. Please contact Human Resources for assistance.

Grievance Procedure For Out Of Unit Employees

Refer to Regulation 3-4009 Grievances, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/ These Policies and Procedures apply to all Out of Unit College employees.

Layoffs

A layoff is defined as a termination of employment due to abolishment of positions caused by adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; or curtailment of one or more programs or function; shortage of work; or a material change of duties. While New College will make every effort to avoid a layoff, these may occur. Layoffs will be handled in accordance with the respective collective bargaining agreement for in-unit employees. An employee appointed to fill a full- or part-time contract, grant or auxiliary position, which has been designated as a time-limited appointment, will not have layoff rights.

WELLNESS, HEALTH AND SAFETY

Employee Assistance Program (Espyr)

The College offers an Employee Assistance Program (EAP), to all New College of Florida employees. The program is offered as a free benefit and provides information, training, health education and short-term counseling services to employees. An EAP is a service program designed to provide the members of an organization with specific assistance in resolving or reducing personal, family or workplace problems.

An EAP helps employees with many kinds of personal, family and workplace problems:

- Anxiety, depression and emotional distress or alcohol abuse
- Difficulties with relationships
- Job related stress
- Problems associated with life situations such as divorce, loss of a loved one, an elderly parent in need of care, financial difficulties or impaired health.

Environmental Health and Safety

At New College, the prevention of accidents and injuries to the campus community is integrated into all aspects of the working environment. For this purpose, New College has established a workplace safety program. The Director of Environmental Health and Safety has the responsibility for implementing and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees. Management and supervisory staff are responsible for ensuring a safe and healthy environment and adherence to all safety rules and regulations.

Some of the best safety improvement ideas come from employees. If you have ideas, concerns, or suggestions for improved safety in the workplace, you are encouraged to raise them with your immediate supervisor, or the Director of Environmental Health and Safety. Reports and concerns about workplace safety issues may be made anonymously. All reports can be made without fear of reprisal.

You are expected to follow safety rules and to exercise caution in all work activities. You must immediately report any unsafe conditions to the appropriate supervisor. If you violate safety standards, fail to report or, where appropriate, do not remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, you must notify the Director of Environmental Health and Safety and the appropriate supervisor within the same business day in which the accident occurred. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

Environmental Awareness

New College supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. The simple act of placing a piece of paper, a can, or a bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by everyone. Employees are encouraged to make a commitment to recycle and be a part of this solution. New College encourages reducing and, when possible, eliminating the use of disposable products. Whenever possible, employees of New College are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the market for recyclable materials.

To minimize usage of hazardous chemicals, use "Green" products where appropriate. Recycle and/or re-use chemicals when appropriate.

Safety Procedures

New College believes it is the responsibility of each employee to contribute to the safe operation of the Campus. A first aid kit and fire extinguishers are provided in various areas of New College. For information on emergency procedures, please see your supervisor.

Please familiarize yourself with the following Accident Plan:

Accident Plan

In case of a work related accident/injury, STOP WORK, and take the following steps:

1. Provide aid to the injured person.
2. For emergencies, call 911.
3. For non-emergencies, contact your supervisor and follow the Workers' Compensation reporting procedures.
4. Eliminate the cause of the accident if possible.
5. Take steps to prevent a second accident.
6. In case of a serious injury/illness, do not under any circumstances leave the scene of an incident.

If you are injured or become ill while at work, report *immediately* to your supervisor. Get first aid or medical care without delay. An accident report must be completed even if the injury appears minor or if the illness is work related.

If you are hurt or injured at work, or you observe another employee injured in the workplace, even if the injury seems small, you must report the injury to your supervisor immediately. New College wants and needs to know about all injuries and we want to make sure you are provided with immediate medical treatment. Failure to immediately report an injury or accident may result in a denial of your claim by the workers' compensation insurance carrier. In order to be eligible for workers' compensation, the employee's accident or injury must be a result of performing duties within the course and scope of their employment.

For complete details, refer to the New College of Florida's Comprehensive Environmental Health and Safety Compliance Manual at <https://www.ncf.edu/about/departments-and-offices/human-resources/environmental-health-and-safety/>

Workers' Compensation

All employees of New College are covered by Workers' compensation insurance while in the course and scope of employment in accordance with Florida Statutes 440. If you are injured or become ill while you are at work you must notify your supervisor immediately. Please refer to the [Environmental Health and Safety](https://www.ncf.edu/about/departments-and-offices/human-resources/environmental-health-and-safety/) website at <https://www.ncf.edu/about/departments-and-offices/human-resources/environmental-health-and-safety/> outlining specific requirements for reporting work related incidents.

Modified Duty Program

New College appreciates and values the workplace efforts and contributions of its employees. The Workers' Compensation Return to Work Program establishes the following obligations and limitations on departments and injured employees. All departments must provide temporary transitional duty work (60 consecutive calendar days) to injured employees. Human Resources is available to assist administrators with clarifying, identifying, and assigning transitional duty work in accordance with the written restrictions provided by the injured employee's authorized medical care provider. If providing modified duty work causes the injured employee's work unit difficulty, the Vice President or Provost may assign the employee to a different work unit. All costs, however, remain the responsibility of the injured employee's primary work unit.

Police Department

The New College Police Department is a State accredited, full service agency with professional police force. To comply with the requirements of the Federal Crime Awareness and Campus Security Act of 1990, the New College of Florida Police Department publishes an annual campus safety and security report. The New College of Florida Police Department Annual Security & Fire Safety Report/ Safety Guide may be viewed at <http://www.ncf.edu/police/safety-guide> . A hard copy of the report may be obtained at the Campus Police Department, CPD, 501 College Drive, Sarasota FL, Phone (941) 487-4210.

Weapons on Campus

New College is a school based on the established definitions from Section 790.115, Florida Statutes. As such students and faculty must not have any type of defined weapon at any University sanctioned events or while on any University property excluding the vehicle exception in Section 790.25 (5), Florida Statutes.

USING COLLEGE EQUIPMENT

Computer and E-Mail Usage

As part of New College's commitment to the utilization of new technologies, employees may have access to New College computers, technology, electronic mail, telecommunications systems and the Internet. In order to

ensure compliance with copyright law, and to protect New College's computer system against computer viruses, security breaches (such as unauthorized intrusions by computer hackers) and other unauthorized use, all employees must read, acknowledge, and sign New College's Data Access and Security Compliance Statement as part of their new hire paperwork.

Employees should notify their supervisor or any member of administration upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Please note that e-mails are considered public and are subject to open records requests.

Use of Equipment and Vehicles

New College equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using such items, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be unsafe, damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to you or others. The supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job. Employees are expected to exercise due care in the use of College property and to utilize such property only for authorized purposes. Negligence in the care and use of such property will be considered cause for disciplinary action, up to and including termination. Unauthorized removal of College property from the premises or its conversion to personal use will be considered cause for disciplinary action, up to and including termination of employment. See the [Environmental Health and Safety](#) website for additional information.

Business Travel Guidelines

It is the policy of New College to reimburse employees for reasonable expenses incurred while on official business for New College. All expenses must be receipted and accounted for. If you have any questions in relation to receipts, click on the [Procurement Department](#) website.

Use of Telephones and Mail

Personal use of telephones for outgoing calls, including local calls, should be kept to a minimum. Employees may be required to reimburse New College for any charges resulting from personal use of the telephone. Telephones are available for personal outgoing calls during breaks, meal periods, or at other times with the supervisor's permission. Long distance calls are not permitted without permission from a supervisor and charges must be reimbursed to New College.

Based on the requirements of one's position, cell phones may be provided to select individuals. However, the cell phone remains the property of New College. Authorization to purchase and operate a New College cell phone is to be granted with the permission of the supervisor and is subject to ongoing review. Cell phone numbers should be given out with discretion and all cell phone use should be restricted for business purposes.

The use of personal cell phones for personal calls during one's scheduled shift is prohibited unless permission is received from the supervisor. Personal calls can be made during breaks and meal periods.

The use of New College paid postage for personal correspondence is not permitted.

LEAVING NEW COLLEGE

Termination of employment is an inevitable part of personnel activity within any organization. Examples of some of the most common circumstances under which employment is terminated includes:

- Resignation– voluntary employment termination initiated by you.
- Discharge– involuntary employment termination initiated by the organization.
- Layoff or Reduction in Force (RIF) - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement– voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for from the organization.

Employee benefits will be affected by employment termination in the following manner:

- All accrued annual leave that is due and payable at termination will be paid up to the maximum allowable as follows:

a. USPS	240 hrs.
b. A&P	352 hrs.
c. Faculty (12 month)	352 hrs.
d. Executive	480 hrs.

If you resign, it is standard business practice that you notify your supervisor in writing at least two (2) weeks before your last day. For professional level positions it is standard business practice to provide a month's notice. During your notice period it is acceptable to request to take annual leave, however this is not a guarantee and must be discussed and approved by your supervisor. Before or on your last day, you must turn in keys, manuals or any other New College property. The value of any College-issued property not returned may be deducted from your final paycheck in compliance with the appropriate Wage and Hour provisions and/or NCF Regulations. To help us understand the reason(s) for your resignation, the Human Resource Department may conduct an exit interview.

All insurance benefits will be canceled on the last day of the month following the termination month. You may also request cancelation of all benefits effective the month of your last day worked. Some conversion privileges may be available through COBRA and/or Retirement. The appropriate paperwork and a detailed explanation, including but not limited to, benefits, payroll dates, leave pay out and other options that may be available to you upon termination, will be provided by the Human Resources Department. Additional information regarding COBRA can be found in the Benefits section.

If transferring to another state of Florida higher education institution or agency within Florida you may transfer unused annual and sick leave up to 80 hours as well as other benefits. Consult with Human Resources for assistance.

Retirement

Once eligible to retire, you may apply for benefits from the Florida Retirement System (FRS) Pension Plan including the Deferred Retirement Option Program (DROP), FRS Investment Plan, or companies represented in the Optional Retirement Plan (ORP). You will be paid a lump sum for unused annual leave. See chart in Annual Leave section for information. This leave payment may be tax deferred. The annual leave payment may be used as a credit for service in determining your retirement benefit.

Once your decision is made to retire, it is recommended you begin preparation at least three to six months in advance of the anticipated retirement date. For more information about retirement and what you need to do to take advantage of your benefits, including continuation of insurance coverage and sheltering leave payments, please contact the Benefits section in Human Resources.

Return of Property

Employees are responsible for all property, materials, and/or written information issued to them or in their possession or in their control and upon termination, must be returned to New College. Property will be collected by the Department.

Where permitted by applicable laws, New College may off set from an employee's check/ final paycheck the cost of any items that are not returned. Per the Fair Labor Standards Act (FLSA), the College has the right to deduct the cost from wages earned; deductions made cannot bring the employee's wages below the applicable minimum wage.

New College may also take all action deemed appropriate to recover or protect its property, including deducting from the employee's final payout.

POLICIES TO KNOW

Code of Ethics/ Fraudulent or Dishonest Acts

All College employees are expected to observe the provisions of the Code of Ethics for Public Officers and Employees, Part III of Chapter 112, Florida Statutes. Generally, employees abide by laws and regulations, however, incidents of fraudulent or other dishonest acts may occur. Administrators at all levels of management should set the appropriate tone by displaying the proper attitude toward complying with laws, rules, and regulations, and are responsible for establishing and maintaining proper internal controls which will provide for the security and accountability of the resources entrusted to them. In addition, administrators should be cognizant of the risks and exposures inherent in their area of responsibility, and be aware of the symptoms of fraudulent and other dishonest acts, should they occur.

All employees are required to complete the Red Flag Identity Theft Training. Human Resources is responsible for providing the training.

Refer to Regulation 3-1016 Fraudulent and Other Dishonest Acts, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Equal Employment Opportunity

New College is committed to the principles of equal educational and employment opportunities for, and non-discrimination towards applicants and employees with respect to race, color, religion, age, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression and veteran status, as provided by law. New College's goal is to create and maintain a work and study environment that is positive and free of unlawful discrimination. Further, New College encourages the recognition of diversity of its population and seeks to promote delivery systems, curricula activities and programs that reflect this in all facets of College life.

Any applicant or employee who believes that they have been discriminated against may file a complaint with Human Resources. All complaints shall be investigated with the procedures set forth by college regulations, policies and law.

See New College of Florida Regulation 3-4022, Equal Education and Opportunity available at: <https://www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/>

Sexual Discrimination/ Harassment

New College strives to promote a community in which diversity is valued and free of discrimination, and harassment, based on race, color, religion, age, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression and veteran status or any other protected

characteristic under the law. This pertains specifically to discrimination and harassment based on gender.

This applies to all employees and students. It also covers harassment involving patrons, vendors, and other individuals with whom employees or students of the College have interaction as a condition of their employment.

Refer to Regulations 3-4018 Sexual Discrimination/Harassment, available at:

<https://www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/>

Americans with Disabilities Act (ADA)

NCF complies with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, and all other Federal and State laws and regulations prohibiting discrimination on the basis of disability or handicap. In order to comply with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, NCF strives to afford people with disabilities equal opportunity and full participation in all aspects of college life. To that end, it is the policy of NCF to provide equal employment and admission opportunity for, and to make reasonable accommodation to employ and admit the disabled, and assist disabled students in independent living and self-sufficiency as required by law.

Refer to Regulation 1-1016 ADA, available at <https://www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/>

Drug Free/Alcohol Free Workplace

New College is a drug-free workplace in accordance with Chapter 112.0455, Florida statutes. The unlawful manufacture, distribution, possession or use of alcohol or a controlled substance is prohibited on New College of Florida property or in connection with any of its activities. No employee is to report to work while under the influence of illegal drugs or alcohol. Any New College of Florida employee determined to have violated this policy shall be engaged in misconduct as defined in NCF Regulation 3-4007 Misconduct, and will be subject to disciplinary procedures and actions under NCF Regulation 3-4010 Discipline. Possible action may include, but not limited to, probation, counseling, psychiatric treatment, drug or alcohol evaluation/treatment, suspension, and termination.

Refer to Regulation 3-4021, Drug and Alcohol-Free Workplace, available at

www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Form I-9 Immigration Law Compliance

New College is committed to employing United States citizens and aliens who are authorized to work in the United States. New College does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original, unexpired documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form at the time of re-employment.

Smoke-Free Workplace

New College is committed to the improvement of human health and well-being. It is the intent of New College to provide an environment free of the hazards of tobacco smoke. Smoking is not permitted in any indoor area or building on the New College campus. Smoking is also prohibited in College vehicles, including golf carts.

Refer to Regulation 3-4020 Smoking in Buildings, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Workplace Violence

Workplace violence are acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect New College, or that occur on any of New College properties. This prohibition against threats and/or acts of violence applies to all persons involved in College operations, including, but not limited to, New College personnel, casual workers, temporary employees, and anyone else on New College property or conducting college business off college property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate including, without limitation, termination of employment.

This policy is intended to bring New College into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law. Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more New College employees. Workplace violence may involve any threats or acts of violence occurring on college premises, regardless of the relationship between New College and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of New College or that may lead to an incident of violence on College premises. Threats or acts of violence occurring off College property that involve employees, agents, or individuals acting as a representative of New College may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property
- The intentional destruction or threat of destruction of college property or another employee's property
- Harassing or threatening phone calls
- Surveillance
- Stalking
- Veiled threats of physical harm or similar intimidation and
- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects New College's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating. Any person who engages in a threat or violent action on College property may be removed from the premises as quickly as safety permits and may be required, at New College's discretion, to remain off college premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by an employee, a judgment will be made by New College administration as to what actions are appropriate with respect to that employee, including potential medical evaluation and/or disciplinary action up to and including termination.

Important Note: New College administration will make the sole determination of whether, and to what extent, the College will act upon threats or acts of violence. In making this determination, New

College administration may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Solicitation, Distribution and Posting of Materials

New College prohibits the solicitation, distribution and posting of materials on or at College property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by New College administration and state of Florida-sponsored programs.

Non-New College employees may not solicit employees or distribute literature of any kind on New College's premises at any time. Faculty/Staff may only admit non-employees to work areas with the administration's approval or as part of a New College-sponsored program. These visits should not disrupt faculty or staff workflow. The New College Faculty/Staff must accompany the non-employee at all times. Former Staff/Faculty are not permitted on New College property except for official College business.

Faculty/Staff may not solicit other employees during work times, except in connection with a New College approved or sponsored event.

Faculty/Staff may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a New College-sponsored event. For additional information see www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Political Participation

Any employee who intends to seek election to and hold public office shall notify the President or President's designee of his/her intentions in writing. The President or President's designee shall consider whether the employee's candidacy for holding public office will interfere with the full discharge of the employee's duties. If it is determined that the candidacy will interfere with the full discharge of the employee's duties, the employee shall be advised in writing that if he/she chooses to continue to pursue the candidacy, he/she will be required to take a leave of absence or submit a resignation, as determined by the President or President's designee.

Refer to Regulation 3-4005 Seeking or Holding Elective Public Office, available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/

Conflict of Interest

Transactions with individuals or organizations outside of New College must be conducted within a framework established and controlled by New College. As an employee of New College, it is imperative that business dealings (both College oriented and/or personal) with outside firms or individuals will not result in unusual gains or personal gains for you, the individual or the said firm. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either party, or both. Personal gain may result not only in cases where you or relative has a significant ownership in a firm with which New College does business, but also when you or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving New College. Promotional plans that could be interpreted to involve unusual or personal gain require specific executive-level approval. For the purpose of this policy, a relative is any person, who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No automatic conflict of interest is created by the mere existence of a relationship with outside firms. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of New College as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Refer to Regulation 3-4002 Conflict of Interest available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/ and the appropriate collective bargaining agreement.

Outside Activity

An employee shall not engage in any outside activity which interferes with the full and competent performance of the employee's duties in the public interest. Nothing in this rule is intended to discourage an employee from engaging in outside activity in order to increase his/her professional reputation, service to the community, or income, subject to the conditions stated herein.

"Outside Activity" shall mean any private practice, private consulting, or other activity, compensated or uncompensated, which is not part of the employee's College duties and for which New College has provided no compensation.

Employees must complete the Outside Employment Form and get the appropriate signature approvals.

Refer to Regulation 3-4002 Conflict of Interest available at www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/ and the appropriate collective bargaining agreement.

EMPLOYEE ACKNOWLEDGEMENT

The employee handbook describes important information about New College, and I understand that I should consult with a Human Resources representative regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and understand it is my responsibility to read and comply with the policies contained herein and any revisions that may follow.

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Witness Name (printed): _____

Witness Signature: _____

Date: _____

Updated 8/7/2018