A&P and USPS Employee Handbook
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Employee Handbook

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# A&P and USPS

## Employee Handbook

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Message from President Brogan

It is my great pleasure to welcome you to the Florida Atlantic University family. You are about to become part of the most exciting university in America. FAU is on the move on all fronts, from its expanding academic programs and rapidly advancing research initiatives to its flourishing campuses and winning intercollegiate teams. As the University marks the 40th anniversary of the day it opened its doors on an abandoned World War Two Army airbase in Boca Raton, it is moving into an era of almost limitless possibilities.

Established in 1964 as America’s only upper-division university, serving juniors, seniors and graduate students exclusively, FAU has blossomed into a full-service, four-year institution that offers bachelor’s, master’s and doctoral degrees in more than 80 fields of study. Delivering top-quality academic programs has always been at the heart of the University’s mission, and FAU’s world-class faculty continues to bring the learning experience alive in both the classroom and laboratory settings. More than 26,000 regularly enrolled students are now working toward their degrees on FAU campuses in Davie, Dania Beach, Fort Lauderdale, Boca Raton, Jupiter and Port St. Lucie.

Research is another critically important function of the University, and FAU stands on the threshold of a whole new era of participation and accomplishment in the international research arena. Last year the Scripps Research Institute – the largest and best-funded biomedical organization of its kind in the world – decided to establish a major new center of operations in Palm Beach County. FAU has been chosen to partner with Scripps in this great endeavor, which will open up whole new worlds of opportunity for our faculty and graduate-student researchers.

You could not have picked a better time to become part of the FAU team. The University is moving into a future that could not have been imagined even a few years ago, a future that holds tremendous promise even as it poses great challenges. Working together, we will meet these challenges and take Florida Atlantic University to ever-higher levels of achievement.

Sincerely,

Frank T. Brogan ’81
President
Introduction

This handbook has been developed specifically for all Administrative and Professional (A&P) and University Support Personnel System (USPS) staff of Florida Atlantic University. Its purpose is to welcome new employees and to provide information about the FAU community, as well as life in the Palm Beach/Broward area.

Each member of the University plays an integral part in supporting the mission of FAU by performing a variety of administrative, professional and support staff functions designed to promote and serve the University's teaching and research efforts.

On the following pages you will find a wide variety of information about Florida Atlantic University. There is an explanation of the University’s current organization and a summary of our classification and pay plans. Also included is a detailed summary of employment policies and procedures, and the ways in which the University offers recognition and enrichment opportunities.

Significant to each employee’s compensation package are the additional benefits provided, including a variety of leave privileges, insurance programs, pre-tax options, tuition waivers, and retirement plans. A brief explanation is given of each benefit offered.

Finally, there is a section devoted to the special services, cultural and recreational activities available on campus to all employees.

The University welcomes you to its community. We are pleased that you have joined us and we look forward to our having a long and successful association. We encourage suggestions and requests for additional information. Please direct inquiries to the Department of Personnel Services, Administration Building, Room 228, (561) 297-3072 or (561) 297-2554, e-mail: kabat@fau.edu or erowe@fau.edu.
Overview

Florida Atlantic University was established in 1961, becoming the fifth university in Florida’s State University System. The University opened with a charter class of 850 students in September, 1964. Then U.S. President Lyndon B. Johnson received an honorary degree at dedication ceremonies held in October of that year.

Today FAU enrolls more than 22,000 students, and more than 66,000 degrees have been awarded. The University’s total work force, including faculty, administrators and support staff, totals more than 3,000 men and women. The University operates on a budget of more than $200 million annually.

The Boca Raton Campus

The 850-acre Boca Raton campus is located on a former U.S. Army airfield, a bit of history that accounts for its early tree-less state. A concerted effort over the years has transformed the runway look into a pleasant South Florida scene. Burrowing owls, ground-dwelling birds found in this region, are still seen on campus, which was designated a burrowing owl sanctuary by the Audubon Society in 1971. The birds, so much a part of the FAU campus, are the official mascot of all of the University’s athletic teams.
Broward Campuses

Davie
Located adjacent to the central campus of Broward Community College, the 25-acre Davie campus has seen spectacular growth. First sharing space with BCC, FAU’s Modular Center was built in 1991. Since then, the Liberal Arts Building was completed in 1994 and the Education and Science Building was dedicated in March 1999.

Tower
The Askew Tower, located in the heart of downtown Fort Lauderdale, was completed in 1986. Plans are being finalized for a second tower to be built next door.

Dania Beach
SeaTech, an oceanside state-of-the-art campus for oceanographic study and research, opened in January 1999.
Commercial
Located on Commercial Boulevard in Fort Lauderdale, this campus was FAU’s first Broward location. It now serves the University’s Continuing Education and Open University programs and other centers.

Northern Palm Beach Campuses

MacArthur Campus and Honors College
Exciting things are happening for FAU’s Northern campuses. In August 1999, the new MacArthur campus moved to its permanent location, a 135-acre site within the planned community of Abacoa in Jupiter. The campus includes a four-year residential Honors College, built from the ground up.

Port St. Lucie
The 50-acre Treasure Coast campus is located in Port St. Lucie, one of the fastest growing communities in the United States. The campus adjoins the St. Lucie West Campus of Indian River Community College. Plans call for construction of a joint-use facility that will link the two campuses.
University Organization

The University is organized into nine colleges, including Architecture, Urban and Public Affairs; Arts and Letters; Business; Education; Engineering; Honors; Liberal Arts; Nursing; and Science. The nation’s first successful upper-division and graduate university, FAU served as a model for other universities in Florida and across the nation. In 1984, FAU admitted its charter freshman class of highly-qualified students, thus becoming a four-year institution.

FAU offers undergraduate programs in 56 fields of study and master’s degree programs in 50 disciplines. The University confers the Doctor of Education degree in educational leadership, exceptional student education, and curriculum and instruction, and provides Ph.D. degree programs in 12 disciplines including business administration, comparative studies, complex systems, computer engineering, computer & information science, electrical engineering, mathematics, mechanical engineering, ocean engineering, physics, psychology, and public administration.

Playing an important part in furthering the mission of the University are more than 20 Centers and Institutes dedicated to specific fields of academic or research pursuits. The University’s vast research community also works closely with industry and local, state and federal governments on projects such as jet engine fault detection, bridge load and stability testing, high-temperature superconductor development, electromagnetic testing, design of autonomous underwater systems, and implementation of elementary and community education programs.

FAU has fully funded Eminent Scholar Chairs in engineering, business, community education, performing arts, science, social science, nursing, marine biology and philosophy, as well as chairs in growth management and Holocaust and Judaic studies.

A diverse student body, which includes men and women aged 18 to 80, comes not only from Palm Beach and Broward counties, but from all 50 states and many foreign countries. Some begin their higher education as freshmen at FAU, while many transfer from other universities and community colleges.
The University provides dormitory housing for 1,525 students, and plans are under way to expand the number of on-campus residence halls. More than 100 academic, social service and recreational clubs are available to students. FAU competes in NCAA Division I in 15 sports and will add football and several women’s sports in the near future. In 1997, the FAU baseball team defeated Florida State, ranked no. 2 nationally. In 1999, the Owls tied the NCAA Division I record of 34 straight wins — a record that went unmatched for 22 years. FAU men’s and women’s swimming has competed at Nationals. In 1998, the men’s basketball team knocked off Oklahoma State, ranked no. 9 nationally. The women’s softball team is the reigning three-time Trans America Athletic Conference Champion and the volleyball team captured the TAAC Championship 1999. Academically, more than 30% of FAU student-athletes earn a 3.0 or better and the athletic department holds a 69% graduation rate.

Florida Atlantic University’s Boca Raton campus now offers a Business and Professional Women’s Club Scholarship House. BPW Houses create an equal opportunity for all female students in any part of the state to apply for this important aid toward college economic stability.

Serving the Community

FAU’s commitment to serving students is complemented by its dedication to serving the needs of the South Florida community through its Lifelong Learning Society, originally begun in Boca Raton, but now also operating in northern Palm Beach and Broward counties. More than 16,000 mature men and women pursue intellectual stimulation, personal growth and cultural fellowship as members of LLS, the largest such organization in the world. Thousands more area residents take courses, seminars and workshops offered through Open University and Continuing Education programs.

Area residents have found FAU to be a treasure trove of cultural activity. Plays, concerts, exhibits, lectures and films presented by various University groups fill FAU’s calendar of events. Additionally,
several area professional music groups use FAU as their performance home. FAU sports, which will include football starting in 2001, offer exciting spectator opportunities to the surrounding communities.

Living in South Florida

The seven counties that make up FAU’s service area — Broward, Hendry, Indian River, Martin, Okeechobee, Palm Beach and St. Lucie — share many common denominators while remaining unique and distinctive in their regional qualities. A rich history and phenomenal growth characterize the region and have made the area well known throughout the nation and the world. From Port St. Lucie to Dania Beach, a vibrant economic and cultural life provide a perfect setting for Florida Atlantic University.

Employees of Florida Atlantic University live and commute from as far north as Fort Pierce and as far south as Miami. Travel options offered by Interstate 95, the Florida Turnpike and Tri-Rail give employees an opportunity to choose from a variety of lifestyles, ranging from the small-town to the metropolitan.

Boca Raton, a city of 68,000, has won recognition as one of the most prosperous and attractive communities in the nation. Bountiful landscaping and Mediterranean-style architecture have been harmoniously blended in this well-planned community. Many consider Boca Raton a cultural and shopping paradise, as well as a tropical haven of sun, surf, beautiful beaches, numerous parks, and miles of bike trails.

A University community serves many people in a variety of ways. FAU’s challenge is to effectively meet its objectives in all areas, but above all, to educate its students, the people who will inherit the
future. We salute the employees of FAU who, each in their own way, make that future happen.

**Affirmative Action/Equal Opportunity**

Florida Atlantic University is committed to the implementation of both the direction and spirit of the law regarding affirmative action and equal opportunity in all of its hiring and employment practices. Every employee and staff member, in relationships with all members of the University community and in the fulfillment of the duties and responsibilities of his or her position, is expected to uphold this commitment.

**Equal Opportunity**

Florida Atlantic University is committed to equal employment opportunity without regard to race, color, religion, gender, age, national origin, marital status, individuals with a disability, political affiliation, or veteran status. This policy extends to all areas of the University and covers all applicants and employees with respect to recruitment, selection, placement, training, promotion, compensation, benefits, termination, and all other personnel actions or terms and conditions of employment.

In this regard, the University complies with all laws and regulations concerned with discrimination in employment such as the Florida Educational Equity Act, Vietnam Era Veterans Rights Act, the Florida Civil Rights Act, the rules and decisions of the Florida Commission on Human Relations, the Federal Rehabilitation Act of 1973, and the Americans With Disabilities Act.

Equal access is afforded to all qualified applicants and employees according to the requirements of Title I of the Americans With Disabilities Act. If you need a reasonable accommodation of a disability in order to participate in the application/selection process, you must notify the Employment Manager no less than five working days in advance.

Concerns regarding any of these practices should be directed to your immediate supervisor, the Employee Relations Office, or the Equal Opportunity Programs Office.
Understanding Classification and Compensation

The Board of Regents (BOR) has established two classification and compensation plans for non-faculty positions in the State University System (SUS), the Administrative and Professional (A&P) plan, and the University Support Personnel System (USPS) plan. Questions on classification and compensation can be answered by the Department of Personnel Services. See Appendix, page 46.

Job Classifications

Administrative and Professional

Within the A&P classification plan there are three distinct groups of positions. These groups are Administration, Professions, and Professional Management. This is the professional management group of employees providing the framework for the non-faculty organization within the University. Employees assigned to this classification plan provide management direction and support to University administration.

University Support Personnel System

The basic principles of the USPS job classification plan are that positions similar in duties and responsibilities are grouped together in a common category or “classification.” The Board of Regents has established specifications for each classification in the plan. The classification specifications stipulate the essential identifying factors of each classification, the pay grade, and the minimum qualifications required of an employee.
Compensation

The A&P Pay Plan currently consists of seven pay grades, each with an 80 percent range. Pay grades are assigned to positions based on level and scope of responsibility and organizational structure throughout the University.

Subject to legislative approval and guidelines, employees in the A&P pay plan may receive an annual salary increase. Additional salary increases other than the systemwide annual increases require approval of the University President or designee subject to adequate justification and availability of funds.

For USPS employees, pay is determined by the job assigned and the pay grade for the classification of the job. Each classification is assigned to a specific, numbered pay grade which establishes the minimum and maximum pay.

Requests for position classification or pay reviews for USPS employees are handled by the Classification and Compensation section of Personnel Services. If additional new duties are added to a position that continue to fall within the specification guidelines for the current classification, the employee may be eligible for a special pay increase. When the duties and responsibilities of a position change significantly and no longer meet the requirements of the classification specifications, the job will be reclassified to the classification and salary range more appropriate for the work being done. Additional volume of the same duties is not criteria for a special pay increase or a reclassification. All requests for special pay increase or reclassification consideration must be processed through the position supervisor, Dean or Director, and the appropriate Vice President/Provost.

Appointment Status/A&P

The type of appointment indicated on each A&P contract defines the status of the employee with respect to minimum or maximum length of appointment, assignment of duties, continuing option, or type of title. Employees under a collective bargaining agreement may be subject to other requirements.

Regular

Regular appointments refer to continuing appointments of University administrative staff for the normal contract period.
Acting
The appointment of a person to a vacant position for a limited time that may include the assumption of additional or replacement duties.

Provisional
An appointment of a person not fully qualified, but who is expected to acquire such qualifications in a short period of time.

Appointment Status/USPS
Probationary
During the first six months of employment, USPS employees are in a probationary period (except for police officers, who have a 12-month probationary period). This is a time of orientation, training and evaluation. Probationary periods may be extended up to an additional six months.

Permanent
Once a USPS employee has successfully completed the probationary period, the employee will gain permanent status in that job classification and as a FAU employee.

Temporary
The appointment of a USPS employee on a temporary basis to provide a nonpermanent assignment to a vacant position. A temporary assignment may also be established to replace an employee on leave or who has vacated the position temporarily.

Emergency
The appointment of a USPS employee when a vacancy must be filled immediately due to an emergency. This appointment is for a period of no more than three months. Such appointments may be made without regard to the employee’s training and experience.

Promotion
Administrative and Professional
A promotion within the A&P classification is available when one of the following actions occur: a substantial increase in responsibilities is assumed within an individual’s existing classification; an individual is appointed to a higher level classification or pay grade with increased responsibilities; or when the nature and level of the position
responsibilities increase that warrants a change in classification (Reclassification).

The employee must demonstrate exemplary performance in his/her current position prior to being promoted, and he/she must meet the minimum qualifications for the position designated as the promotional opportunity.

Appointment to a position resulting in a promotion usually stems from recruitment efforts, unless a change in classification of the position occurs.

**University Support Personnel System**

A promotion within the USPS classification occurs when an individual is appointed to a higher level classification with an increased level of responsibility or a position’s nature or level of responsibility warrants a change in classification (Reclassification).

An employee’s status will change upon being promoted to: probationary, trainee, temporary or emergency, unless the employee gained permanency in this class through previous employment.

Appointment to a position resulting in a promotion usually stems from recruitment efforts, unless a change in classification of the position occurs.

**Demotion**

A demotion is an appointment to a class or position having less responsibility. The demotion can be voluntary on the part of the employee or may stem from an employee’s inability to meet performance expectations in his/her current position.

USPS employees status will change to probationary, trainee, temporary, or emergency unless he/she has permanency in the lower level classification. The employee must also meet the minimum qualifications for the position as designated.

Recruitment efforts may be waived for the lower level position.
Appointment Renewals

Permanent A&P employees employed in positions that are not funded by a grant are employed at the University on an annual, renewable contract. They do not have to serve a probationary period. A&P employees who will not be reappointed following the end of their current contract period will be given advance notice commensurate with the length of their employment with the University and the conditions of their original contract. A&P employees in a grant-funded position are subject to the conditions of the grant that is funding their position.

USPS employees who have obtained permanent status and are not in a time-limited position or grant-funded position will be renewed automatically each fiscal year. USPS employees in grant-funded positions are renewed subject to the conditions of the grant that is funding their positions.

Reclassification

A reclassification for both A&P and USPS positions occurs when the essential functions of the position no longer meet the specifications of the current classification. If there is an employee in the position, that employee must meet the minimum qualifications for the new classification. For USPS positions, employees must serve a new probationary period unless permanency in this classification was earned previously.

Recruitment efforts may be waived as a result of this action.

Additional State Compensation

Any employee who chooses to seek additional employment at this university or at any other state university must first obtain approval from the Dean/Director or higher-level authority from both the primary and secondary sources of employment. An approval of Additional State Compensation form, which can be obtained through the Department of Personnel Services, must be submitted.

Dual Compensation

Employees of the University seeking additional employment with another state agency, other than a State University, must first obtain approval from their Dean/Director or higher-level authority. An Approval of Dual Employment and Compensation form, which can be obtained through the Department of Personnel Services, must be submitted.
Work Hours and Pay

Working Hours
The normal workweek for a full-time USPS employee is a five-day, 40-hour week. The workweek starts on Friday at 12:00 a.m. and concludes on Thursday at midnight. Although most employees have a regular, set work schedule, supervisors may alter that schedule if the need arises. A&P employees often are expected to work beyond the normal 40-hour work week. Non-exempt USPS employees will receive overtime compensation for hours worked beyond forty in the normal workweek. Exempt USPS and A&P employees are not eligible for overtime, however, exempt USPS employees receive compensatory leave for additional hours worked.

Lunch Periods
USPS employees can expect to have their lunch periods scheduled based on the hours that they work. Employees who work a regular schedule of 8 a.m. to 5 p.m. (or a minimum of nine hours a day) will enjoy a one-hour lunch break. Other schedules provide a half-hour lunch break.

Rest Periods
FAU recognizes that employees work better and enjoy their jobs more when they feel rested and refreshed. Therefore, for each four hours of scheduled work, USPS employees may be permitted a 15-minute rest period. During this time employees may leave the work area to relax and enjoy some refreshment.

If an employee chooses not to or is unable to take a rest period, it may not be saved or accrued to be used at a later time. A rest period may not be used to extend lunch, arrive late or leave early, or be combined to form a half-hour break.
Attendance

FAU counts on all employees to be at work during regularly scheduled hours. If an employee has an emergency and must be absent (other than leaves that have been approved in advance), it is that employee’s responsibility to immediately notify his/her supervisor at the start of the first day of absence. The employee should explain the reason for the absence and an expected return date. Unauthorized leave of absence for three consecutive workdays is considered job abandonment and voluntary resignation of position.

Time Cards

All USPS employees must complete time cards every working day. A&P employees are not required to complete time cards.

USPS employees employed in a nonexempt class (not exempt from the Fair Labor Standards Act) will complete a beige time card and record all “actual” arrival and departure times.

USPS employees employed in an exempt class (exempt from the Fair Labor Standards Act) will complete a blue “Exempt Employee Attendance Record” for all “actual” hours worked each day.

The established standard workweek is from Friday at 12:00 a.m. to Thursday at midnight and represents a 40-hour workweek. All pay periods are “biweekly” or two weeks in length. Time cards must reflect the “actual” time worked and all leave time during the established standard workweek.

Completing the beige (nonexempt) time card:

In the body of the time card complete the arrival to work time, departure time for meal period, arrival time after meal period, and the departure time at the end of the work shift. Other starting and stopping times also need to be recorded. Enter the total hours worked in the shaded column at the bottom of each day.

Complete the bottom of the time card by recording the total number of hours worked and the total hours of leave used, for each weekly and biweekly period.

Any work time in excess of 40 hours per week is considered overtime. A nonexempt employee may work overtime only in those specific
circumstances in which it has been requested by the supervisor and approved by the Vice President. The overtime pay will be 1-1/2 times the base rate of pay for any hours worked over 40 hours, or overtime compensatory time at 1-1/2 times the hours worked over 40 hours. However, any type of leave taken (Sick, Annual, Special, Compensatory, Unpaid, Personal Holiday or Official State Holiday) will not be counted as hours worked when calculating overtime. These hours are compensated with special compensatory leave. See Appendix, page 47, for sample time card.

Completing the blue “Exempt Employee Attendance Record”

Record the total actual hours worked for each day. Be sure to complete the “Total” column at the right of the card for each week.

If an exempt employee works more than 40 hours, regular compensatory leave is paid on an hour-for-hour basis. However, any type of leave taken (Sick, Annual, Special, Compensatory, Unpaid, Personnel Holiday or Official State Holiday) will not be counted as hours worked when calculating regular compensatory leave. These hours are compensated with special compensatory leave.

Paychecks

All employees are paid on a biweekly basis by having their pay directly deposited in the financial institution of their choice. Paychecks are directly deposited on Friday of the week following the close of the pay period. Employees will receive a copy of their paycheck along with an Employee Earnings Statement which lists earnings and deductions, income tax and Social Security, and voluntary deductions for insurance, savings bonds, credit union, etc.

Direct Deposit

Effective July 1, 1996, the use of direct deposit became a condition of employment for a person appointed to a position in the government of the State of Florida. Direct deposit forms are available in the Benefits and Retirement office in Personnel Services. See Appendix, page 46.
Employee Benefits

As a member of the Florida State University System and as a concerned employer, Florida Atlantic University provides a variety of benefits to its employees, including leave time, insurances, tax-free and tax-sheltered options, tuition-free courses, and retirement plans. The University continually seeks to enhance these benefits and provide new benefits to meet the growing needs of its employees and their families.

Leave Time

Florida Atlantic University offers employees several types of leaves of absence with or without pay. Leave time allows both A&P and USPS employees time away from work for rest and relaxation, professional development, medical needs, and other special or personal occurrences. A Leave Request/Approval Form must be completed for all leave taken. A brief explanation of each type of leave available is presented here. More details are available in the Department of Personnel Services. See Appendix, page 46.

Annual Leave

All A&P employees appointed for more than nine months and all USPS employees are eligible to accrue annual leave. Annual leave accrual is based on full-time employment. Part-time employees earn annual leave in proportion to the amount of time regularly worked. As soon as you start working, you begin to earn annual leave time. These hours, which are credited to you each pay period, are for the purpose of enjoying vacations, rest and relaxation and conducting personal business.
A&P employees earn 6.7 hours of annual leave per pay period. This is equivalent to 22 days of annual leave each year.

USPS employees earn leave based on length of continuous and creditable service:

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<th>Continuous and Creditable Service</th>
<th>Leave Earned (based on 80 hours worked biweekly)</th>
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<tr>
<td>Up to 5 years</td>
<td>4 hours biweekly (equivalent to 13 days each year)</td>
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<tr>
<td>5 to 10 years</td>
<td>5 hours biweekly (equivalent to 16 days each year)</td>
</tr>
<tr>
<td>Over 10 years</td>
<td>6 hours biweekly (equivalent to 19 days each year)</td>
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Part-time employees or employees in pay status for less than a full pay period, earn annual leave in proportion to the amount of time in pay status each pay period.

Employees are encouraged to use annual leave on a current yearly basis. In those circumstances when annual leave is not used, it may accrue to a maximum of 240 hours for USPS employees or 352 hours for A&P employees, plus any additional amount earned in that calendar year. Any annual leave time exceeding the maximum hours must be used that calendar year or be converted to sick leave as of January 1.

Annual leave requests are to be made to the employee’s immediate supervisor as much in advance as possible. The approval of annual leave is at the discretion of the supervisor. Supervisors may require employees to use part of their annual leave each year.

Leave-earning employees who separate from the University will be paid for up to the year-end maximum of annual leave at the time of separation. USPS employees must be employed for six months to be paid for unused annual leave.

**Sick Leave**

Our sick leave benefit is like getting an extra insurance policy totally free of charge. Used wisely, it is there to provide employees with financial protection when they really need it. Earned sick leave may be authorized when an employee is unable to work due to personal illness, injury, or exposure to contagious disease. It may also be used for personal visits to a doctor or dentist.
Employees begin to earn sick leave as soon as they start working. These hours will be credited each pay period. Full-time employees earn four hours for each 80 hours worked in a biweekly period. Part-time employees earn sick leave in proportion to the amount of time regularly worked.

An additional feature of our sick leave policy is that employees may use sick leave in reasonable amounts for absences due to illness, injury, or death of immediate family members at the discretion of the supervisor. Immediate family means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse, and dependents living in the household.

All sick leave, which is not an emergency, must be approved in advance by the employee’s immediate supervisor. In the case of an emergency, the supervisor must be notified at the start of the normally scheduled workday. A Leave Request/Approval Form must be completed for all leave taken. In cases of extended illness, contagious disease, or any medical condition that may inhibit an employee from performing his/her responsibilities, the University may require a physician’s medical statement. A medical statement may also be required for excessive absenteeism.

In unusual circumstances, as confirmed by a licensed physician, the president or president’s designee may place an employee on compulsory disability leave. Before this occurs, the employee is notified in writing regarding the duration of the leave period and the conditions under which the employee may return to work.

There is no limit to the amount of sick leave that may accrue. If an employee should separate from the University after 10 years of service, a percentage of the unused sick leave will be paid at the employee’s current rate of pay. The employee shall be paid for one-eighth of all unused sick leave accrued prior to October 1, 1973, and for one-fourth of unused sick leave accrued after October 1, 1973, up to a total of 480 hours.
Sick Leave Pool

The University has a sick leave pool to assist employees when personal illness, accident or injury results in the depletion of all accrued leave. Sick leave hours from the pool shall be granted only for the employees’ serious or catastrophic illness or injury. Eligibility to participate in the sick leave pool is extended to any full-time employee who has completed one year of service and has a balance of 64 hours of unused sick leave at the time of application. All applications must be approved by the Sick Leave Pool Committee. Approved members must donate 16 hours of sick leave to the pool at the time of membership and at future times, when necessary, to maintain the pool. Employees who do not enroll when first eligible, or whose original application is rejected, may reapply at an annually announced 30-day open enrollment period.

Parental Leave

When an employee becomes a biological parent or a child is placed in the employee’s home pending adoption, up to six months of leave without pay will be granted upon written request. This period of leave must begin no more than two weeks before the expected date of the child’s arrival.

Intermittent use of any type of accrued leave is a special benefit available to employees on parental leave. Intermittent leave may be used in an amount necessary to cover the employee’s contribution to the State insurance program and other expenses incurred by the employee during a period of parental leave.

Family and Medical Leave

Employees are provided up to 12 weeks of Family and Medical Leave within a 12-month fiscal year, in compliance with the Family and Medical Leave Act of 1993. Either paid or unpaid leave may be used.

Military Leave

Several types of military leave are available to eligible employees. Employees who are members of the United States Armed Forces Reserve, including the National Guard, upon presentation of a copy of official orders or appropriate military certification, are granted up to 17 work days with pay each federal fiscal year (October 1 to September 30) during periods in which they are engaged in annual field training or other active or inactive duty for training exercises.

National Guard members are granted leave with pay, not to exceed 30 work days at any one time, when ordered to active service by the State.
Employees, except those on temporary appointment, who are drafted or who volunteer for active military service, are ordered to active duty (not training), and produce official orders, are granted military leave. The first 30 days of this leave is with full pay and the remainder is without pay. Specific information regarding other provisions of this leave may be obtained from the office of Employee Development in the Department of Personnel Services. See Appendix, page 46.

**Jury Duty and Court Witness**

Leave with pay is provided for jury duty and court appearances as an official or subpoenaed witness in matters not involving the employees’ personal interests. Employees involved in personal litigation or serving as a paid expert witness must request annual leave, if available, or appear during non-scheduled work time.

**Leave Without Pay**

The University recognizes that there are times an employee may need to be away from work for periods of time that are not covered by leave with pay provisions. To protect your status as an employee, you may request approval of leave without pay for up to 12 months. This time may be extended upon mutual agreement.

**Professional Development Leave**

After three or more years of service, all full-time A&P employees are eligible to apply for professional development leaves at full pay for one semester, or its equivalent, for the purpose of professional renewal, educational travel, study, formal education, research, writing, or other experience of professional value.

Approval of professional development leave is at the discretion of each Vice President. Applications for and terms of professional development leave may be obtained from the office of Benefits and Retirement in the Department of Personnel Resources. See Appendix, page 46.

**Emergency Closing**

The President may close the University or portions of the University in the event an Executive Order has been issued by the Governor declaring an emergency. In addition, when natural disasters or other sudden and unplanned emergency conditions occur, the President will determine whether any portion of the University affected by the emergency is to be closed. This closing is limited to the period of time it takes to restore normal working conditions. USPS employees will be provided with special compensatory leave if they are required to perform essential functions during the emergency closing.
Leave Pending Investigation
The President or designee has the right to place an employee under investigation on leave pending the outcome of the investigation.

Death of a Family Member
USPS employees shall be provided with up to two days of paid leave upon the death of a family member. A&P employees may use annual or sick leave for an absence upon the death of a family member.

Intermittent Leave
Intermittent leave allows the use of any type of accrued leave while an employee is on leave without pay for medical reasons, military leave or parental leave. Employees may use leave in an amount necessary to cover their insurance premiums and to meet other financial obligations. An advantage of using intermittent leave is that the State contribution will continue to be provided for health and life insurance premiums. Also, pre-taxed insurance premiums will continue as long as the employee is on the payroll. Intermittent leave request forms are available in the Benefits and Retirement office of Personnel Services. See Appendix, page 46.

Holidays
University employees have nine paid holidays each year.

- New Year’s Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King’s Birthday
- Independence Day
- Veteran’s Day
- Friday after Thanksgiving

Personal Holiday
A USPS employee who has satisfactorily completed six months of service and has attained permanent status may take one personal holiday each fiscal year (July 1 through June 30). Personal holiday time cannot be accrued and must be taken as a full eight-hour day, not in hourly increments. If not used by June 30, it will be forfeited.

Part-time employees are entitled to personal holiday time in proportion to the hours regularly worked.
Insurance Benefits

The University offers a variety of insurance options to its employees, all at group or discounted rates and some on a pre-tax basis. Options include health and life insurance, automobile and homeowner insurance, dental insurance, tax-sheltered annuities, medical and dependent day care reimbursement, and supplemental insurance.

State Health
Employees may choose between the Self Insurance Plan or an HMO depending on their specific needs. The State pays the majority of the premium. Employees must enroll within 60 days of employment or during the annual open enrollment period.

State Life
Coverage offered is term life insurance with a corresponding amount of Accidental Death and Dismemberment insurance. The amount of coverage provided is determined by an employee's age and annual salary. For full-time employees, the State pays two-thirds of the premium.

Cancer/Dread Disease
This policy is provided on a pre-tax basis at low cost as a supplement to an employee's existing health insurance program to provide assistance for the unusual expenses of Cancer, Encephalitis, Rabies, Muscular Dystrophy, Poliomyelitis, Multiple Sclerosis, Tetanus, Tuberculosis, Osteomyelitis, Diphtheria, and Meningitis.

Dental Plan
Employees may choose a plan for assistance with the cost of various dental care procedures through pre-tax premiums paid by payroll deduction.

Long-Term Disability
This is a group plan offered for all State University System employees. The purpose of this program is to replace a substantial portion of an employee’s salary if the employee is unable to work because of sickness or injury.

Gabor Agency
The Gabor Agency offers several group plans to University employees including Group Term Life Insurance, Hospital Income Insurance, Long Term Care Insurance and Short Term Disability Insurance. All of these plans provide the convenience of payroll deduction.
Automobile and Homeowner Insurances
While not a group plan since premiums are based on individual experience and needs, the rates are competitive with the ease of payroll deductions so payment is made over the term of the policy rather than one lump sum.

Tax-Sheltered Annuities
Employees may choose from several companies to participate in a tax-sheltered annuity under Section 403-B of the Internal Revenue Code. These savings are excluded from the current taxable income of the employee and are an excellent supplement to an employee’s regular retirement plan. Since total yearly income is likely to be less after retirement, the tax rate eventually applied to the benefits received from these savings, therefore, is likely to be less than the rate that would have applied at the time they were originally set aside. Earlier withdrawals are permitted subject to applicable penalties and taxes.

State Deferred Compensation
Deferred Compensation is another supplemental retirement plan offered to employees of the State in accordance with Section 457 of the Internal Revenue Code. This program is designed primarily as a retirement savings program. Therefore, federal law prohibits early withdrawals except for separation from State employment due to retirement, termination, death, or disability or financial hardship as defined by the Code.

Flexible Benefits
The Florida Flexible Benefits Plan is qualified under Section 125 of the Internal Revenue Code. State employees may take advantage of any or all of the three options available under this plan.

Employees must enroll within 60 days of employment to take advantage of any pre-tax option.

State Group Health and Life Insurance and certain supplemental health plan premiums may be paid on a pre-tax basis. Pre-tax means premiums are paid before federal income tax and social security taxes have been calculated.

Medical Reimbursement Accounts may be established to pay for certain eligible out-of-pocket medical expenses on a pre-tax basis.

Dependent Day-Care Reimbursement Accounts may be established to pay for eligible dependent day-care expenses on a pre-tax basis.
Employee Assistance Program (EAP)
Florida Atlantic University’s Employee Assistance Program is committed to healthy and productive employees and encourages troubled employees to seek professional help. If you have a problem and do not know where to turn, the Employee Assistance Program helps to give you direction. It is designed to refer you to organizations that can help.

For additional, specific information contact the Benefits and Retirement office in the Department of Personnel Services. See Appendix, page 46.

Tuition-Free Courses
All full-time employees at Florida Atlantic University are eligible to enroll for up to six credit hours of on-campus graduate or undergraduate instruction per term (Fall, Spring and Summer) on a tuition-free basis. Enrollment is contingent upon supervisor’s approval and space availability.

Additional details and fee waiver forms are available in the Benefits and Retirement Office. See Appendix, page 46.

Gold Coast Credit Union and Broward Schools Credit Union
You are eligible for membership in either the Gold Coast Federal Credit Union or the Broward Schools Credit Union. These are non-profit corporations through which you can establish checking and savings accounts or arrange loan payments through payroll deductions.

Retirement
Optional Retirement Program (ORP)
This program is available to all faculty and administrative and professional (A&P) employees. In this defined contribution plan, the state provides a percentage of the employees gross biweekly salary.
that goes into an approved 403-B tax-sheltered annuity. Employees may match the state’s contribution up to the maximum of IRS regulations. The advantage of enrollment in this program is that employees are vested immediately.

**Florida Retirement System (FRS)**

All salaried employees are eligible for enrollment in this defined benefit program. FRS membership is portable throughout the State with any FRS employer. Most important, FRS is a non-contributory system, that is, the State makes the total retirement contribution for each enrolled employee. These contributions are not refundable to the employee except in the form of monthly retirement benefits at retirement age. Vesting requires a minimum of 10 years of creditable service. Benefit payments at retirement are calculated based on years of creditable service times a percentage value (a set value by the State for each year of service), times the employee’s average final compensation (average of the five highest years of salary earned).

**Pre-Retirement Planning**

It’s never too early to begin planning for retirement. This includes changing lifestyles as well as financial planning. The Benefits and Retirement Office in the Personnel Services Department offers an annual planning series to assist employees and their spouses with their retirement considerations. A series of guest speakers in specialized fields provide valuable information on such topics as social security, retirement option choices, wills and estates, elder care issues as well as other financial and legal issues to consider in planning for the future.

**Personnel ActionLine – (561) 297-2030**

The Personnel ActionLine was created as a service to all University employees. The purpose of the ActionLine, a 24-hour telephone “hotline,” is to provide an alternative method of obtaining information or solving problems with regard to personnel matters. Employees are encouraged to call the ActionLine to get answers to their personnel questions if they have been unsuccessful using conventional means. Calls to the ActionLine are guaranteed a response within 24 business hours of the original call.
Employment Procedures

Access to Personnel Records

Official personnel files of employees are maintained in the Department of Personnel Services. The file contains the employee’s employment application (USPS), résumé (A&P), changes in work or personal status, salary changes and other information pertinent to employment. Employees who wish to review the contents of their files should call the Processing & Records section of the Department of Personnel Services to schedule an appointment. Every effort will be made to accommodate the employee’s request as soon as possible.

The University complies with Florida Statutes 119.07 and 240.253 with regard to access to employee records by other than the employee.

Keep the Processing & Records Office informed of any additional education or training that would be beneficial to your career. Also, update any changes in your name, address, dependents, etc.

Standards of Conduct

Florida Atlantic University has standards of conduct which all employees are expected to follow:

- Employees shall respect the rights of others
- Employees shall exhibit a level of behavior supporting the mission, purposes and best interests of the University
- Employees shall perform assigned duties in an orderly and efficient manner
- Employees shall adhere to all University rules and directives

Failure to adhere to these standards will result in disciplinary action being taken.

Disciplinary Action

An employee who intentionally acts to impair, interfere with, or obstruct the mission, purposes, order, academic atmosphere,
operations, processes and functions of Florida Atlantic University shall be subject to appropriate disciplinary action by University authorities for disruptive conduct. USPS employees must adhere to the guidelines established in the USPS Employee Standards and Disciplinary Procedures. Each USPS employee receives a copy of this handbook at the start of their employment.

Discipline is intended to be constructive and is designed to assist employees in meeting expected standards. Discipline is for just cause and may be progressive or cumulative. Disciplinary action includes, but is not limited to, oral or written reprimands, suspensions, and dismissal.

**Grievance/Complaint Procedure**

The University has a commitment to sound employee relations and encourages resolution of job-related problems through open communication and informal resolution whenever possible. However, when an employee has a complaint that cannot be resolved through informal means, the University feels it essential that the employee be given an opportunity to bring that complaint or problem to the attention of management by filing a formal grievance or complaint. This process offers the assurance that the employee will receive an unbiased review and be accorded fair and equitable treatment.

A grievance, under this procedure, is the allegation by the employee that any condition affecting the employee’s terms and conditions of employment is unjust, inequitable, or creates a problem. A grievant is any USPS employee or any A&P employee not covered by a collective bargaining agreement.

Permanent USPS and A&P employees have the right to predetermination procedures prior to dismissal, suspension and disciplinary reduction in pay. Permanent USPS employees also have the right to arbitration appeal procedures.

For additional, more specific information, or for a copy of this rule, contact the office of Employee Relations in the Department of Personnel Services. See Appendix, page 46.
Resignation

A&P employees are encouraged, whenever possible, to give at least three months notice of resignation to the University. USPS employees are expected to give a minimum of two weeks notice when resigning their position. Any unauthorized absence from employment for three or more consecutive days constitutes a voluntary resignation from employment.

Exit Interviews

After giving final notice of intent to stop employment at the University, A&P and USPS employees are encouraged to contact the Personnel Services Department to schedule an exit interview prior to their last scheduled day of work. The purpose of the exit interview is to verify that all employee records are current and to give the employee the opportunity, if they choose, to discuss any issue they consider relevant to their experience as an employee of the University.

Continuous Service/Break in Service

Any employee who terminates employment with the University and is re-employed in the State University System within 100 days or another State agency within 31 days, will retain continuous service. If a greater number of days has elapsed between employment periods, the employee will have a break in service.

USPS employees may maintain all or part of their annual and sick leave balance up to a maximum amount, if service is continuous. A&P employees may maintain their annual and sick leave balances up to a maximum amount if service is continuous and re-employment is in the State University System.

An employee who is rehired in the State University System with a break in service must have one year of continuous service from the date of rehire to get credit for past state employment.
Recognition and Enrichment

Performance Appraisals for A&P Employees

The University requires that the performance of each Administrative and Professional staff member be appraised for each established 12-month period. The appraisal will be completed in a narrative format by the immediate supervisor of the A&P employee.

Prior to completion of the appraisal, each A&P employee is required to submit a statement of special accomplishments completed during the appraisal period. Each completed appraisal must address the following areas:

- How effectively the employee fulfilled the duties and responsibilities stated on the employee’s position description.
- Progress made toward previously agreed-upon goals and objectives.
- Comments regarding special accomplishments occurring during the appraisal period.
- Whether any deficiencies occurred and, if so, corrective action needed to correct deficiencies.
- Goals for the coming year.

The original of each completed appraisal is given to the employee and a copy is maintained in each employee’s official personnel file in the Department of Personnel Services.

Performance Appraisals for USPS Employees

Each employee’s satisfactory performance contributes to the overall success of both the employee and the University. Supervisors are responsible for observing employees’ performance and communicating what is expected of them.
Written performance appraisals are another way by which a supervisor will communicate with the employee about their performance. All USPS employees receive a Probationary Performance Appraisal prior to the end of the probationary period. The probationary period is defined as the first six months in the University system or the first six months in any classification, except that Law Enforcement Officers have a one year probationary period. An Annual Performance Appraisal will be completed at the end of one year in the position. An Annual Performance Appraisal will be completed each year based on the anniversary date in the current classification.

When a USPS employee changes to a new position in a new classification, a new probationary period will be established based on the new appointment date. A new Probationary Performance Appraisal will be completed prior to the end of six months. An Annual Appraisal will be received at the completion of one year in the new position. This establishes a new anniversary date for the employee.

A Special Performance Appraisal may be completed at any time. Although a Special Appraisal must be completed when an employee is not performing satisfactorily, one also may be completed when an employee performs in an exceptional manner.

Training and Development

The Employee Development section in Personnel Services offers a variety of training and development courses for all USPS and A&P employees. Courses address a variety of job-related topics that will assist employees with specific job responsibilities and professional growth. Training will also be offered with a focus toward more personal issues, such as wellness, financial and safety concerns.

Keeping You Informed

FAU has a commitment to keeping you well informed and up to date. This is accomplished by sending letters and memos directly to you or to your supervisor, who will post them for general review. Additional pertinent information is posted on bulletin boards in most offices and buildings.
The **Update** newsletter, published twice a month by Media Relations, contains a variety of information of interest to both faculty and staff and also highlights upcoming events.

**The Training Quarterly**, a quarterly publication provided by the Employee Development section of Personnel Services, describes a variety of training courses provided free of charge for all A&P and USPS employees. Training is timely and addresses job-related issues as well as personal growth issues. All A&P and USPS employees receive copies of *The Training Quarterly* at the beginning of each quarter and are encouraged to take full advantage of all training programs relative to their career growth and current position.

**Perspective**, also a quarterly publication from the Department of Personnel Services, provides supervisors with pertinent information on personnel issues relative to the daily operations and programs at the University.

**UNDERSTANDING...**, a publication of Personnel Services, addresses timely management topics.

### Professional Affiliations and Involvement

The University encourages all staff members to stay abreast of innovations and enhancements in their particular areas of responsibility. In this regard, the University encourages affiliations with professional associations and participation in workshops, seminars, and conferences that will support this effort and promote the growth and development of the University.

### Annual Employee Service Awards

The Florida Atlantic University Employee Service Awards ceremony is held annually to recognize all employees with 5, 10, 15, 20, 25, 30 and 35 years of service. The University also recognizes recent retirees as well as recipients of the prestigious President’s Leadership Award and Gabor Awards. All FAU employees and retirees are cordially invited to attend a reception in honor of their colleagues receiving awards.
The President’s Leadership Award

The President’s Leadership Award is a premiere award intended to recognize individual employees of Florida Atlantic University who have provided leadership of an extraordinary nature to the University and/or the greater community. Winners receive a monetary award and a specially designed, hand-engraved acrylic trophy along with a letter of congratulations from the President. The awards are presented each year during the Annual Employee Service Awards.

The Gabor Award

The Gabor Award, established by the Gabor Insurance Company, awards employees for outstanding, exemplary job performance. Winners are chosen from five university areas and are awarded a monetary award as well as a plaque in recognition of their performance. The awards are presented each year during the Annual Employee Service Awards.

“The Owl Watch” Program

This is an on-going suggestion program sponsored by the University and approved by the Board of Regents and the State Legislature. All current employees are eligible to participate and receive cash awards for ideas that are implemented. “The Owl Watch” program has two components: A) The Incentive/Efficiency Program rewards employees for proposals that produce a cost savings or generate new revenue; and B) The Intangible Suggestion Program rewards employees for ideas that improve the quality of operations here at FAU or throughout the State University System. If you would like to submit a suggestion, call or stop by the Personnel Services Department to pick up a proposal form. See Appendix, page 46.
University Guidelines and Policies

Sexual Harassment

Sexual harassment is a form of employee or student misconduct that undermines the integrity of the working or learning relationship. All members of the University community are entitled to study and work in an atmosphere free from any form of sexual harassment. Sexual harassment is defined as:

· Any repeated or unwelcome sexual advances, requests for sexual favors, or other communication.

· Physical conduct of a sexual nature that causes an individual discomfort or humiliation or that interferes with an individual’s working or learning environment.

Employees who have been sexually harassed should report the facts and circumstances to the Director of Equal Opportunity Programs or to any of the following, who in turn, must notify the Director of Equal Opportunity Programs: Immediate supervisors of the department involved, Directors, Department/Division Heads, College Deans, Vice Presidents, Dean of Students, University Provost, or Director of Personnel Services.

See appendix for specific policy.

Drug-Free School and Workplace

The University is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and drugs. To strengthen that commitment, Florida Atlantic University has implemented a program that seeks to prevent the abuse of alcohol and drugs by the University community, which includes its employees and students.
The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (drug) and the unlawful possession, use, or both of alcohol, is prohibited in and on property owned or controlled by the University. That property is located within several cities and three counties in southeastern Florida.

Employees are prohibited from reporting to work or participating in any University activity while under the influence of one or more illegal drugs or alcohol.

The possession and use of alcoholic beverages by members of the University community is at all times subject to the alcoholic beverage laws of the State, applicable cities and counties, and University policies and rules. Violation of these policies and laws will be grounds for disciplinary action up to and including termination.

Other sanctions and requirements also are applicable and may be found in the University’s published Drug-Free School and Workplace Policy Statement. Copies are available in the Department of Personnel Services. See appendix for specific policy.

AIDS Policy

The University adheres to the State University System Aids Policy as well as to all applicable laws, regulations and rules relating to nondiscrimination against persons with disabilities.

In order to insure adherence to these legal directives, the FAU AIDS Committee was established. This committee coordinates efforts to implement the systemwide policy and to educate the University community about the nature, prevention, treatment and handling of the disease. An educational program is held at least quarterly. In addition, the committee meets to consider the management of AIDS among persons on campus. The committee recommends appropriate action, taking into consideration current medical information, legal
requirements, the needs of infected persons and the welfare of the University community, Additional information is available from Student Health Services.

Smoking in University Facilities
The “Florida Clean Indoor Air Act” was revised by the State Legislature in 1992. The revised law specifically forbids smoking in government buildings, educational facilities and recreational facilities.

To meet this statutory requirement smoking will not be permitted in any University facility, specifically including university classrooms, faculty and administrative offices, dining facilities, elevators, hallways, lobbies and restrooms. Receptacles for smoking are located outside most building entrances and the University encourages their use in order to maintain a clean outdoor environment.

University Safety Policy
Florida Atlantic University has a strong commitment to protecting the health and safety of all employees. FAU requests your assistance on health and safety issues. Remember, safety is everyone’s concern and responsibility.

Workers’ Compensation
It is the responsibility of every employee and qualified volunteers to practice safe work habits at all times and report all unsafe work conditions to the immediate supervisor. However, sometimes accidents are unavoidable and if an employee should become injured or develop an occupational illness because of conditions on the job, all employees and qualified volunteers are covered by Workers’ Compensation. Workers’ Compensation is an insurance plan provided by the State of Florida,
which pays all reasonable and necessary medical care and partial income replacement. In the event that an employee has an accident or injury on the job, the employee must report it to the supervisor immediately, no matter how slight it may be. The supervisor will complete a Notice of Injury form and, when necessary, assist the employee in obtaining medical care. Additional, detailed information is available from the office of Employee Development in the Personnel Services Department. See Appendix, page 46.

Ethics
University employees are expected to observe the University’s rules and procedures regarding disclosure of specified interests, financial disclosure, outside business or professional activity, and use of University facilities, equipment or services prior to continuing or engaging in such activity.

Financial Disclosure
The Florida Code of Ethics requires that employees in specified classifications complete a Statement of Financial Interests within 30 days of hire or placement into a designated class code/administrative code and annually thereafter. Employees in designated classifications will be contacted by a representative of the Personnel Services Department regarding processing of appropriate documents.

Disclosure of Specified Interests
A&P employees are required by Florida Law, University Rules, and/or provisions of a Collective Bargaining Agreement to disclose contractual relationships, including material, financial and managerial interests, with an entity that proposes to do business with the University prior to such business being conducted. In the case of material financial and managerial interest, the information required extends to the spouse and/or child of the employee and, for managerial interests, to all other relatives. In addition, an employee who intends to seek public office shall notify the President or President’s designee of such intentions. All interests specified above must be reported for approval in advance by completion of the University’s form, “Report of Specified Interest,” which can be obtained through the Department of Personnel Services. See Appendix, page 46.
Outside Business and Professional Activity

An A&P employee who proposes to engage in any outside employment/activity must seek proper review and approval prior to engaging in such employment or activity. New A&P employees are required to seek such review and approval prior to continuing any outside employment/activity. Current A&P employees are required to seek review and approval each fiscal year. To request review and approval of compensated outside employment/activity, the “Report of Outside Business or Professional Activity” form, available in the Personnel Services Department, must be processed for review and approval.

USPS employees who propose to engage in employment outside the University in addition to their work at the University, anywhere other than a state agency or another SUS University, must obtain verbal approval from their immediate supervisor.

Use of University Facilities, Equipment, or Services

An A&P employee who engages in outside employment/activity normally cannot expect to use University equipment, facilities and services. Prior to using any University equipment, facilities, or services in connection with outside employment/activity, the employee shall request approval for such use by completing and submitting a “University Equipment, Facilities and Services” form, available in the Personnel Services Department. See Appendix, page 46.
University Business Travel

The University may approve business travel for an administrative staff member with certain costs paid for by the University. Payment of authorized travel expenses is on a reimbursement basis. For timely reimbursement, employees are encouraged to become familiar with travel procedures. A summary of these procedures may be obtained from the Controller’s Office. These procedures include proper forms completion and submission, instructions on use of the University’s official travel agency, car rental requirements, and after-travel reporting requirements.

University Ombudsman

The University is committed to providing the best possible work environment for all of its faculty and staff. We want to assure that all constituents of the University are served well in all situations. In this regard, the University established the role of Ombudsman. The University Ombudsman works to solve problems, to allay frustration, and to advise those requesting help, either before or after existing processes are used. The Ombudsman functions independently and serves as a neutral problem-solver, has access to all University offices, records and personnel. The Ombudsman provides information on processes, refers to appropriate offices, investigates, recommends and mediates. With knowledge gained as a result of this effort, the Ombudsman may recommend policy or procedure changes and makes periodic reports to the President. The Ombudsman is a member of the President’s staff and may be contacted through that office.
Campus Culture

Food Service

Boca Raton Campus
The University Cafeteria, located in the Student Services Building in the center of campus, is open to the public for breakfast, lunch and dinner. An enclosed dining area is provided for students and staff, as well as many outside eating areas adjacent to the cafeteria. For more informal eating, the Take Five Snack Shop is located on the ground floor of the University Center. Vending and soda machines can also be found throughout the campus.

Davie Campus
The Pit Stop, located on the FAU/BCC campus, is open for students and staff and provides casual dining for breakfast, lunch and dinner. Vending and soda machines can also be found throughout the campus.

The Tower
The coffee shop, Steve’s Espresso, is located on the first floor between FAU and BCC and is open for breakfast, lunch and dinner.

MacArthur Campus
The MacArthur Dining Hall, on our newest campus location, opened in August 1999 and serves both students and staff.

Parking
To park automobiles and other vehicles at the University, employees must register vehicles and purchase parking decals from the Traffic and Parking Office. At the time a vehicle is registered, the employee must present proof of employment and official vehicle registration. Decals authorize parking in any lot marked as staff and faculty or in any commuter lot. Parking decals do not authorize parking at meters, handicap parking or any other restricted parking areas on campus.
Owl Card

The Owl Card is the established staff and student identification card for Florida Atlantic University. To obtain an Owl Card, proof of employment (pay stub or letter on department stationery stating employment status, etc.) accompanied with a valid driver’s license or passport must be presented to the Owl Card Center, located on the second floor of the University Center. The Owl Card has many features, including Library privileges, ATM/debit card capabilities and a variety of other benefits.

University Libraries

The main library collection is in Boca Raton with additional collections at Davie, Jupiter, Port St. Lucie (St. Lucie West Library) and downtown Fort Lauderdale (Broward County Main Library) locations. Library services are provided at all locations. The libraries offer a wide range of reference and informational services, including instruction on the use of all FAU library collections and those of the nine other State University System libraries.

The libraries receive most U.S. and Florida government documents. They hold more than 750,000 books, 1.8 million microforms and 5,100 periodical titles. The resources of other libraries in the state and the nation are available through interlibrary loan.

Proof of employment is required to obtain a borrower’s card; inquire at the Library Circulation Desk. Owl Cards can also be used to check out library material.

The Media Center

The Media Center, located on the second floor, west wing, of the Boca Raton Library building (Room 215), is an audio-visual facility for student independent study and media resource for faculty members. The staff consists of three full-time employees plus student assistants. Materials in the Center include 16mm films, video cassettes, cd-ROMs, DVD’s slide sets, compact discs, audio cassettes, and equipment for use in the Center.
Recreational Facilities

FAU is equipped with a variety of recreational facilities that both the employee and family may enjoy. Facilities include an olympic-size pool, racquetball and tennis courts, outside basketball courts, indoor weight lifting and aerobic equipment, jogging trails and a gymnasium. The department of Campus Recreation also offers a wide range of exercise and wellness programs. Proof of employment (Owl Card) is necessary to register for most activities, facilities or equipment.

Art Galleries

The Ritter Art Gallery (located on the second floor of the Breezeway, near the S.E. Wimberly Library) and the Schmidt Center Gallery, (located in the Dorothy F. Schmidt College of Arts and Letters, Performing Arts Building) both feature various gallery showings throughout the year. These exhibitions showcase a variety of artists and mediums, including works done by FAU students and faculty members.

Child Care Center

The Karen R. Slattery Educational Research Center for Child Development is the University’s on-site child care facility. The center accepts applications for the children of FAU students, faculty and staff. Care is provided for children ages three years through five years from 7:45 a.m. until 5:30 p.m., based on space availability at the time of registration. For additional information and fee schedules, contact the Child Care Center at extension 7-2342.
Appendix
Florida State Universities

FAMU - Florida A & M University
FAU - Florida Atlantic University
FGCU - Florida Gulf Coast University
FIU - Florida International University
FSU - Florida State University
UCF - University of Central Florida
UF - University of Florida
UNF - University of North Florida
USF - University of South Florida
UWF - University of West Florida
## Department of Personnel Services
Florida Atlantic University
Administration Building

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### Calling Personnel Services from outside the University?
Use the following prefixes:

- **Boca Raton Campus**: (561) 297-
- **Broward Campuses**:  
  - Davie: (954) 236-
  - Tower: (954) 762-
### Non-Exempt Time Card

**Ms. Employee**

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<tr>
<th>Date</th>
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**Total Weekly Pay Period:**

- **Regular Pay:** $248.00
- **Overtime Pay:** $63.20
- **Total Pay:** $311.20

**Annual Leave:**

- 0 days

**Sick Leave:**

- 0 days

**Ms. Supervisor**
Policy on Sexual Harassment, 6C5-5.012, Florida Administrative Code.

Sexual harassment is a form of employee or student misconduct that undermines the integrity of the working or learning relationship. All members of the University community are entitled to study and work in an atmosphere free from any form of sexual harassment. Therefore, it is a violation of this rule for any employee or student to engage in conduct constituting sexual harassment. It is also a violation of this rule to retaliate against anyone who complains of sexual harassment or who participates in a proceeding related to a sexual harassment complaint.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other communication or physical conduct of a sexual nature from any person when:

1. Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual’s employment; or

2. Submission to such conduct or request is made either explicitly or implicitly a term or condition of academic achievement; or

3. Submission to or rejection of such conduct or request by an individual is used as the basis for an employment or academic decision affecting such individual; or

4. Such conduct or request unreasonably interferes with an individual’s work, academic performance or creates an intimidating, hostile, or offensive environment for working or learning.

Employees who have been sexually harassed report the facts and circumstances of sexual harassment to the Director of Equal Opportunity Programs or to any of the following, who in turn, notify the Director of the Office of Equal Opportunity Programs: immediate supervisors, Directors, Department/Division Heads, College Deans, Vice Presidents, University Provost or Director of Personnel Services.
Employees who observe or learn of conduct that they reasonably believe to be sexual harassment report the facts and circumstances to the Director of Equal Opportunity Programs or to any of the following, who in turn, notify the Director of Equal Opportunity Programs: immediate supervisors, Directors, Department/Division Heads, College Deans, Vice President, University Provost or Director of Personnel Services. Additional information is available in the Equal Opportunity Programs Office.

Florida Atlantic University
Drug-Free School and
Workplace Policy Statement

Preface
Florida Atlantic University is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and drugs. To strengthen that commitment, Florida Atlantic University has adopted and implemented a program that seeks to prevent the abuse of alcohol and drugs by the University community, which includes its employees and students.Outlined in this Statement are the University’s policies concerning the use of alcohol and drugs. This Statement is provided in response to the federal DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 (Public Law 101-226).

Standards of Conduct
The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (drugs) and the unlawful possession, use, or both, of alcohol are prohibited in and on property owned or controlled by Florida Atlantic University. That property is located within several cities and three counties in southeastern Florida.

No employee or student is to report to work, to attend class or to participate in a University activity while under the influence of one or more illegal drugs or alcohol.
The possession and use of alcoholic beverages by members of the Florida Atlantic University community is at all times subject to the alcoholic beverage laws of the State of Florida, and, when applicable, the cities of Boca Raton, Fort Lauderdale, Davie, Dania Beach, Jupiter and Port St. Lucie, as well as Palm Beach, Broward and St. Lucie counties, and the University Alcohol Policy (Policy Memorandum #19X, 4th Revision, Subject: “Possession or Use of Alcoholic Beverages on Campus,” dated September 27, 1990). That Policy is also incorporated by reference in Rule 6C5-7.007(m), of the Florida Administrative Code, which applies to the University. The possession and use of controlled substances (drugs) by members of the Florida Atlantic University community must at all times be in accordance with the provisions of federal and Florida law, the rules of the Board of Regents and the rules of Florida Atlantic University. Under Florida law, no person may possess a substance regulated under the provisions of Chapter 893, Florida Statues (controlled substances and “designer drugs”), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

Florida Atlantic University Sanctions

Violation of the policies and laws referenced above by an employee or student will be grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Florida Atlantic University and Board of Regents rules, collective bargaining agreements or both. Student organizations also may be sanctioned for violation of these policies and laws. Additionally, a violator may be required to undergo evaluation, treatment or both for a drug or alcohol-use disorder or referral for prosecution consistent with local, state and federal criminal laws. Disciplinary action taken against a student or employee by the University does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude action by the University.

Other Sanctions

State law prohibits the possession of alcoholic beverages by persons under age 21. No person may sell, give, serve or permit to be served alcoholic beverages to a person under age 21, and it is unlawful for a person under age to misrepresent his or her age in order to obtain alcohol. Violation for the first of any such offenses is punishable by a
definite term of imprisonment of up to 60 days, or a $500 fine or both; a subsequent offense is punishable by a definite term of imprisonment of up to one year and a fine of $1,000.

Under state law, it is a crime for any person to possess or distribute a controlled substance (drug) as described in Section 893.03, Florida Statutes, except as authorized by law. Depending upon the offense, such crimes range from first-degree misdemeanors (punishment of up to 60 days imprisonment, or up to a $500 fine or both) to first-degree felonies (punishment of up to 30 years imprisonment, or up to a $10,000 fine or both). Specifically, for example, possession of less than 20 grams of marijuana is punishable with imprisonment of up to one year and a fine of up to $1,000; possession of more than 20 grams of marijuana is a third-degree felony with imprisonment of up to five years and a fine of up to $5,000. Possession of less than 28 grams of cocaine is a second-degree felony and punishable with imprisonment of up to 15 years and a fine of up to $10,000. Possession of more than 28 grams of cocaine is punishable with a minimum of three years of imprisonment and a fine of up to $50,000. Trafficking (distributing specified quantities of various controlled substances) is punishable by a minimum term of imprisonment of three to 25 years and a fine of $25,000 to $500,000, depending on the particular drug and the quantity involved. Federal trafficking penalties for first offenses range from up to one year of imprisonment and a fine of up to $100,000 to 40 years to life imprisonment and a fine of up to $4 million, depending upon the illicit drug involved. Second offense penalties range from up to two years of imprisonment and a fine of up to $200,000 to not less than life imprisonment and a fine of up to $8 million.

Health Risks Associated with the Use and Abuse of Alcohol and Illicit Drugs

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increase the likelihood of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and
remember information. Heavy use may result in chronic depression and suicide and may also be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life-threatening. The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to health. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension and ability to perform tasks requiring concentration. The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder; sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking that may result in physical or emotional injury or death.

More detailed information concerning alcohol consumption and use of illegal drugs and the misuse of prescription and other drugs may be obtained by calling Campus Drug and Alcohol Counseling Center at (561) 297-2233.
Available Drug and Alcohol Counseling and Rehabilitation and Re-entry Programs

Employees may seek assistance through the University’s Employee Assistance Program (EAP): Just call (561) 297-3071 for an appointment. The Employee Assistance Program is a service program designed to provide University employees with the opportunity to receive assistance and referral to confidential counseling.

Federal Drug-Free Workplace Act Requirements

The following are required of Florida Atlantic University and its employees:

1. An employee shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2. The University shall notify any federal contracting agency within 10 days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

3. The University will take appropriate personnel action against any employee who is convicted for a violation occurring in the workplace or will require the employee’s satisfactory participation in a drug abuse assistance or rehabilitation program.