



Student Employee Guidelines Manual

www.sjrstate.edu

The information contained in this manual is subject to change without prior notice or obligation in accordance and keeping with current College policies and procedures.

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Welcome to SJR State!

We are delighted that you have chosen to work as part of the SJR State College team. Student employment is an integral part of SJR State that benefits both students and the College. We believe that providing student employment opportunities helps students become more involved with the SJR State community, provides valuable work experiences, and builds habits and skills that can benefit future career options. Student jobs also provide selected, eligible students with income to help with expenses while in College.

Many academic and administrative departments at the College employ students in some capacity. Instructors sometimes request student assistants. The College offers various tutoring and note-taking positions as well. Students can also work at various off-campus locations where they provide a great service to the communities we serve.

As a student employee at SJR State, you are more than just a student. You share in the responsibility of SJR State's public image within the communities we serve. We are pleased to present the following guidelines for your student employment. We wish you a very positive experience as a student employee and as a student at SJR State. If I can ever be of service to you, please feel free to contact me directly at 386-312-4074.

Sincerely,

Charles Romer

Director of Human Resources

Introduction

SJR State publishes its annual Student Handbook which contains policies, procedures and important information that apply to all Students. Student Employees are expected to be familiar with the Student Handbook and are expected to adhere to its policies and procedures.

This Student Employee Guidelines Manual is intended to provide general policies and procedures applying to student employment at SJR State. Student Employees are expected to be familiar with this Manual and are expected to comply with its policies, procedures and guidelines.

Additionally, the College publishes and updates as needed an Operating Guidelines and Procedures Manual. It contains policies and procedures relevant to all employees at the College. A complete copy of the current Operating Guidelines and Procedures Manual is located online at <http://sjrstate.edu/hr/hr.operating.pdf>

Student employment at SJR State is not guaranteed and is based upon, in part, the availability of funds, a properly executed request for a student employee and the needs of the College. In addition to the policies and procedures governing student conduct, College policies concerning employees are also in effect.

Please direct questions related to student employment to the Human Resources Department at (386) 312-4070.

Mission Statement

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College creates a supportive learning environment that includes services and resources to enable students to meet their educational goals.

College Vision

To be a leader in student-centered education that inspires and transforms lives and communities.

College Values

- Academic Excellence - The College promotes academic rigor and exceptional performance through an engaged learning environment; high expectations for students, faculty and staff; and a focus on continuous improvement and achievement.
- Student-focused - Students are at the core of the College's mission as an educational institution. The College aligns its decisions, resources and environment to promote student learning, growth, and independence and empowers students to reach their educational goals.
- Integrity - The College promotes a culture of honesty, fairness, mutual respect and ethical conduct.
- Accountability - The College promotes a culture of personal and shared responsibility that allows for ownership, growth and leadership in the classroom, in the workplace and in the community.
- Diversity - The College fosters an inclusive learning community, which recognizes and respects the experience, values, and learning styles of all members of the College community.

Campus Locations

Palatka Campus

5001 St. Johns Avenue
Palatka, FL 32177
(386) 312-4200

Orange Park Campus

283 College Drive
Orange Park, FL 32065
(904) 276-6800

St. Augustine Campus

2990 College Drive
St. Augustine, FL 32084
(904) 808-7400

Open Campus

Administration Building,
A166
Palatka Campus
5001 St. Johns Avenue
Palatka, FL 32177
(386) 312-4211

At-will Employment Information

Florida is an “at-will” employment state, meaning that the employee or the employer can terminate employment at any time and without any advance warning. Student employees are “at-will” employees. They must agree to follow and adhere to all College policies and procedures. Employment is not guaranteed for any particular duration and no cause is required for dismissal or separation.

Termination

The student’s employment will be terminated if any of the following conditions arise:

- The student is on financial aid suspension.
- The student receives other sources of aid that reduce or cancel the financial aid allocation; every effort will be made, however, to secure institutional funds to allow employment to continue.
- The student drops below 6 credit hours of enrollment (Fall/Spring) or 3 credit hours of enrollment (Summer A/Summer B) at SJR State.

Student Eligibility

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

1. Be enrolled and registered as an SJR State student in a minimum of 6 hours or more for Fall and Spring semesters or 3 hours or more during Summer semesters.
2. Have a United States Social Security number and otherwise be eligible for employment in the United States.
3. Have completed the Free Application for Federal Student Aid (FAFSA) for the school year during which student employment is sought (if the student is going to qualify for Federal Work Study funds).
4. Not be receiving financial aid from another educational institution.
5. Be pursuing a degree or certificate offered by SJR State.
6. Be making satisfactory academic progress as defined by the Financial Aid Department.
7. Be at least 16 years of age.
8. Be a high school graduate or hold a GED.

Programs

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

In addition, SJR State must use at least 7% of its Federal Work Study allocation to employ students in community service jobs with at least one Federal Work study student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project.

SJR State Student Assistant – is funded directly by the College. These are on-campus positions for students who do not meet the eligibility criteria for the Federal Work study or FWEP programs.

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

Finding and Applying for a Job

Prospective student employees can view all position vacancies online at:

<http://www.sjrst.edu/humanresources.html>

under the “Employment Listings at SJR State” link. Student employment positions will be listed at the bottom of the page after full-time and part-time positions under the “Student Employee Job Postings” section. Students will apply online for vacant positions.

Students may also find out about employment opportunities through speaking with various departments and faculty on campus. Examples of typical student employee positions are:

- Student Assistant
- Student Tutor
- Note taker
- Library Assistant

Additionally, positions may be found in the following offices:

- Advising
- Financial Aid
- Business Office
- HR
- Facilities
- Records
- IT
- Athletics
- Bookstores
- Flo Arts

Job Placement

Student employees may be identified and placed in one of four ways:

1. A student may view available vacant positions on the HR Webpage to determine open positions on campus. Supervisors will review applications and select students for positions.
2. A supervisor may wish to rehire a student who was employed previously.

3. A student may be selected from classes conducted by the supervisor.
4. A student may initiate contact with a supervisor, faculty or staff.

Student Employment Paperwork

In order to work, a student MUST complete student employment paperwork. The student may make arrangements to complete the paperwork in the Office of Human Resources on the Palatka campus.

Students working as note takers on the Orange Park Campus or St. Augustine Campus may also obtain student employment paperwork at the Advising Office on their campus.

All student employees are required to complete FERPA (Family Educational Rights and Privacy Act) and non-discrimination/harassment training within 30 days of the first day worked. The training module is web-based. Students will receive an email at their SJR State student email address with instructions on how to complete the training.

Student employees undergo a background check (except for note takers). Students can arrange to be fingerprinted in the Office of Human Resources on the Palatka Campus. Students who are under the age of 18 must also complete the "Parental Consent Form to Fingerprint and Obtain Background Clearance" form.

For questions regarding student employment paperwork and fingerprinting, please contact the Office of Human Resources at (386) 312-4299.

Student Employee Guidelines

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

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

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

Student employees are expected to report to work on time and keep an accurate record of hours worked.

- Notify the Office of Financial Aid and the Office of Human Resources if you drop below six (6) credit hours for Fall/Spring or three (3) credit hours for Summer A/B; or if you decide to completely withdraw from classes during the semester.
- Personal visitors and personal phone calls should be kept to a minimum (and/or in case of an emergency situation). Try to schedule visits and phone calls during a break period.
- Student employees may be eligible for a 15-minute rest break during their work shift. Rest periods must be approved by, scheduled and monitored by the supervisor. Breaks for student employees are not required by law. They are a privilege. If a longer break is needed, student employees should work with their immediate supervisors.

- If a student employee needs time off, it should be requested in advance whenever possible. In case of illness or other reason for time off, the student employee should immediately notify the supervisor of any potential absence from scheduled work hours.

Work Schedule and Hours Authorized to Work

Students and their supervisors will work together to ensure that the student's education is the top priority. Students will have some flexibility in scheduling work time around class schedules. Students are only authorized to work during those hours when the College is open and when classes are in progress unless approved in writing by the Office of Human Resources. Student employees are not eligible to work on holidays or College breaks such as Spring Break or breaks between terms unless specific permission is granted.

At no time will a student employee be authorized to work in the absence of a supervisor.

Student employees may work up to, but may not exceed, the maximum weekly allowable hours as authorized by the Office of Human Resources. A student employee will not be permitted to work more than 20 hours per week during a particular semester.

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

Under no circumstances will students be authorized to work during scheduled class time even if the class was cancelled or dismissed early.

It is recommended that the student and supervisor develop a work schedule for the semester to avoid

working more hours than allocated and conflicting with scheduled classes.

Student employees are not eligible for vacation pay, sick pay or any other paid leave.

Time Entry Instructions

College employees are paid on a monthly basis on the last business day of the month. The pay period for student employee positions starts on the 20th of the current month and ends on the 19th of the following month. Student employees should record all time worked through “Web Time Entry”.

At the beginning of each pay period the student employee should:

1. Log in to MySJRState by using their user name and password.
2. Select Banner Web/Self Service.
3. Select the “Employee” tab, then click on “Timesheet.”
4. Select appropriate job and pay period.
5. Click on the “Timesheet” button (timesheet will be displayed).
6. Enter hours worked for each day (time in and time out). Time must be entered using 15 minute increments. Be sure that AM or PM is chosen.
7. Click “Save.” The total hour’s field will be updated. Time may continue to be updated throughout the pay period by following the steps above.

Once all hours have been entered for the pay period, click on the “Submit” button. Timesheets will be submitted to supervisors for approval after entering a pin number.

Students should promptly submit their timesheets, via Web Time Entry, by the due date each month. If the

submittal deadline is missed, the student employee must complete a paper time sheet (available through the student employee's supervisor or HR).

For any problems/questions, please call (386) 312-4299.

Public Records Requests

Chapter 119 of the Florida Statutes addresses Public Records. As a public agency of the state of Florida, SJR State College is required to provide public records in accordance with Florida Statutes.

An employee who receives a public records request should inform the requestor:

- 1. SJR State College complies with Public Records Requests in accordance with Florida Statutes; and,***
- 2. They should forward their request to the appropriate College personnel:***
 - a. Dr. Gilbert Evans, Jr., Vice President for Legal Affairs/General Counsel, or his designee; or,***
 - b. Charles Romer, Director for Human Resources, or his designee.***

Pay Rate for Student Employment Positions

The pay rate for student employees shall be the prevailing minimum hourly wage in the state of Florida (so long as it is equal to or higher than the minimum National hourly wage).

Change of Address

For address changes, student employees should complete a “Change of Address” form (which can be obtained from the HR Department). This will only change the address to which the employee’s paycheck is sent. To officially change the student’s mailing address, students should contact the Registrar’s Office and complete an address change request through their office.

Workers’ Compensation

All SJR State employees are covered by workers’ compensation insurance. Workers’ compensation pays for all authorized medically necessary care and treatment related to an on-the-job injury or illness. If an employee is unable to work because of a work-related injury or illness, and the employee has been disabled for more than seven calendar days, the employee may be eligible for some wage replacement benefits as well.

If you are injured on the job:

1. Notify your supervisor immediately. You will need to complete an incident/accident report with the HR Department. The HR Department will coordinate any medical care necessary. Workers’ compensation may not pay the medical bills if you do not report your injury promptly to the College.
2. If you need medical attention, notify the doctor’s office that you were injured on the job so that the bills may be filed properly with the College.

For additional information on the College’s Workers’ Compensation insurance, please contact the Human Resources Department at 386-312-4070.

Appearance – What to Wear

Personal appearance is important on the job. It is important to maintain a well-groomed appearance. The College expects all employees to dress appropriately. The clothes you should wear to work may depend on the work you will be doing. What someone wears to work in an office environment may be different than what someone may wear working outdoors. No matter the work though, clothing should be clean and neat.

When in doubt about what to wear, check with your department supervisor. In general, business casual dress for students is appropriate and would include khakis or jeans, polo or nice T-shirts and modest blouses and shorts. Revealing clothing is never appropriate work attire. Inappropriate attire may include the following:

- Pants which are below the waistline
- Off-the shoulder tops
- Crop tops
- Halter-tops
- Backless sundresses
- Plastic or rubber flip flops
- Garments which contain offensive or inappropriate language or gestures

Remember, as a student employee at SJR State, you are more than just a student. You share in the responsibility of SJR State's public image within the communities we serve.

Office Etiquette and On-the-job Expectations

First impressions are very important. Often times, student employees are the first people with whom potential students or other community patrons have contact. Smile and show our visitors that we care about why they are at SJR State College today.

- Students assigned to “front-desk” positions should greet visitors immediately upon arrival.
- All employees are expected to be courteous and helpful.
- Listen carefully to questions and give polite and accurate responses.
- If a visitor asks for directions to another campus location, offer to walk the visitor to that department or location.
- Be sure the office area is always neat and presentable.
- When answering phone calls, be respectful and helpful to all callers at all times.
- Do not argue with a visitor, student, employee or customer. No one has the right to yell at you nor you at them. Sometimes people get frustrated. If a situation becomes heated and you feel you are no longer able to assist, calmly and politely tell the person that you would like to get someone who you believe may be better able to assist them. Then find your supervisor and ask for their help.
- Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language is unacceptable.
- Discrimination, including sexual harassment, is illegal and will not be tolerated.

Policy Statement on Equality of Opportunity and Non-Discrimination

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addresses to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL32177;(386)312-4074; CharlesRomer@SJRstate.edu. Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

St. Johns River State College, una institución de igualdad de acceso, prohíbe la discriminación en su empleo, actividades, políticas y procedimientos por motivo de raza, sexo, género, identidad de género, edad, color, religión, origen nacional, etnia, discapacidad, el embarazo, orientación sexual, estado civil, información genética, o estatus de ser veterano/a. Preguntas relativas a la equidad educativa, igualdad de acceso, o igualdad de oportunidades deben dirigirse al Coordinador del Título IX: Charles Romer, Oficina A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Una denuncia anónima está disponible a SJRstate.edu/report. Las consultas o quejas se pueden presentar ante el Coordinador del Título IX en línea, en persona, por correo, por correo electrónico o con el Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles, Oficina de Atlanta, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

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

The College shall develop and update the College's non-discrimination statement consistent with this policy to be distributed and published on College social media and in appropriate printed documents and literature.

Tobacco Free Policy

The District Board of Trustees and SJR State are committed to promoting and providing a safe, healthy and productive environment for all students, employees, contractors, vendors, patrons and visitors. SJR State is a Tobacco-free College. This includes all tobacco and tobacco-related products including but not limited to cigarettes, cigars, dip, snuff, chewing tobacco, electronic smoking simulated cigarettes (“e-cigarettes”).

Family Educational Rights and Privacy Act (FERPA) and Confidentiality of Employee and Student Information

FERPA is a Federal law that protects the privacy of student education records. As an employee you may have access to other students’ sensitive information, names, student ID numbers, Social Security numbers, transcripts, etc. All requests for student information should be directed to your supervisor.

Additionally, it is your responsibility to respect the privacy of all students and employees at the College. Personal and/or confidential information about students and staff members should not be discussed with anyone outside the office.

Sharing confidential information outside of your immediate work environment may result in termination from your student employee position with no opportunity for placement in another student employee position at SJR State.

Procedure on Pregnancy Accommodations

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

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

All requests for leave of absences should be submitted to:
Charles Romer
Director for Human Resources Title IX
Coordinator/Equity Officer
386-312-4074
charlesromer@sjrstate.edu

Pregnant students and those with related conditions:

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

Students needing additional assistance can seek accommodations from the Academic Advising Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402).

Policy Statement on Alcohol and Drug-Free Workplace

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

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

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

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

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

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

Definition(s):

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

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

Controlled Substance – any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.

Policy Statement On Sexual Harassment and Sexual Assault

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

when that behavior falls within the definition outlined below.

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

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

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

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

Employees who feel that they have been sexually harassed or assaulted under the above definition and

wish further information, or assistance in filing a complaint, should contact Charles Romer, Director for Human Resources/Equity Officer/Title IX Coordinator, St. Johns River State College, Administration Building, Room A0173, telephone (386) 312-4074. Students with complaints should contact Dr. Edwards Jordan, Vice President for Academic and Student Affairs, St. Johns River State College, B Building, Room B0003, telephone (386) 312-4151

If sexual assault involving a St. Johns River State College student occurs off campus, the College will cooperate with the appropriate law enforcement agency in accordance with applicable laws and will activate student conduct rules, which apply.

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

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

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

Grievance Policy and Procedures

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

It is the right of every employee to express a complaint or to secure consideration of any grievance without fear of reprisal or penalty. St. Johns River State College assures prompt and impartial investigation and consideration of all employee complaints and/or grievances, whether formal or informal, verbal or written within an employee's scope of service at St. Johns River State College.

Grievances shall consist of matters of disagreement arising out of the employer-employee relationship where 1) there is no applicable policy, 2) there is a deviation from approved policy, or 3) a policy is considered to be unfair, unfairly applied, or no longer applicable. The grievance procedure is also available to probationary as well as non-probationary employees who allege discrimination or harassment due to race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status or any other characteristic protected by law.

An employee who has a complaint may initiate a formal grievance procedure as outlined in this rule. An employee initiating a grievance may also have additional rights and alternatives as prescribed by the Administrative Procedure Act, Chapter 120, FS.

As used in this rule and its procedures, the phrase "persons directly involved" means the grievant and those

who made the decision about which that person is aggrieved.

The grievance procedure should be initiated within sixty (60) working days following the incident which causes the employee to feel that a grievance should be filed; or, if the grievance is connected with discharge, within sixty (60) working days following termination of employment.

It is the policy of St. Johns River State College to encourage informal discussions between individuals concerning complaints. Such discussions should be held with a view toward reaching an understanding which will resolve the matter in a manner satisfactory to the aggrieved party without need for recourse to the formal grievance procedure.

If the informal process is unsuccessful, the following procedures are to be followed in processing a grievance:

- 1) A grievance is initiated by discussing the problem with an immediate supervisor. If the employee feels unable to discuss the matter informally with the supervisor, he or she should begin the grievance procedure with step (2). A copy of the grievance shall be given to the person named in the grievance.
- 2) If a mutually satisfactory adjustment is not reached between the employee and the supervisor within 10 working days from the day of initiating the grievance, the employee may submit in writing the matter under discussion to the person at the next supervisory level with a copy to the Equity/Title IX Coordinator.
- 3) If a mutually satisfactory solution is not reached within ten (10) working days after the second step begins, the employee may submit the grievance in writing to the Vice President of Legal Affairs/General Counsel or his or

her designate, with a copy to the Equity/Title IX Coordinator. Before making a disposition, the Vice President of Legal Affairs/General Counsel (or his or her designate) shall discuss the grievance with the parties concerned. If the Vice President of Legal Affairs/General Counsel should be the first or second level supervisor, a designate will be appointed to assume the role of the Vice President of Legal Affairs/General Counsel.

- 4) If the written decision of the Vice President of Legal Affairs/General Counsel (or his or her designate) is unsatisfactory to either the employee or the supervisor, then either may within ten (10) working days after receipt of the Vice President of Legal Affairs/General Counsel decision, file a written notice of appeal to the President of the College, with a copy to the Equity/Title IX Coordinator, who will submit the matter to the Employee Grievance Committee for consideration. The Employee Grievance Committee will be composed of five full-time employees selected from a list of employees submitted annually to the President by the Equity/Title IX Coordinator. The aggrieved employee will select two members from the list; the appropriate supervisor, two members from the list, and the fifth member will be selected by the other four from the list and shall serve as Chair. The Employee Grievance Committee will accumulate and study the facts of the case and will submit a written report with a recommendation to the President, who will render a decision. The grievant will be called to give testimony to the Employee Grievance Committee but will not be present at other sessions of the Committee unless specifically asked to be

present. Legal counsel for the grievant and the College will not be present at the hearings of the Employee Grievance Committee. The President shall render a decision based upon the record, or may call such witnesses as deemed necessary.

- 5) If the grievant is not satisfied with the disposition of the grievance by the President, the grievance may be submitted to the Board of Trustees of the College. This procedure shall be initiated by the receipt of a written request for the hearing by the College President within five (5) working days after the grievant receives the written disposition by the President.
- 6) Disposition by Limitation. Any disposition which is not appealed by the employee within the time allowed at each level after the date of receipt shall be considered settled and binding on the employee and the College. Any written grievance which is not answered by the supervisor within the time allowed at each level after the receipt shall be referred to the next higher level, at the request of the grievant. The grievant and the supervisor may agree, in writing, that additional time is required at any level after the grievance is filed in writing with a copy to the Human Resources Office. The Human Resources Office shall keep official records of the progress of a grievance within the specified time limits.
- 7) General Provisions. The following provisions apply to the entire formal grievance procedure:
 - a. Reprisals. No reprisals of any kind shall be taken against any employee for filing a grievance.
 - b. Confidentiality. All participants in a grievance hearing are to protect themselves and their fellow participants

by refraining from discussion of grievances outside of the proceedings.

- c. Storage of Records. All communications and records dealing with the grievance shall be filed separately from the personnel files of the participants.
- d. Withdrawal. A grievance may be withdrawn by the grievant at any stage.

Nothing in this rule should be construed to limit a grievant's rights as provided by the Administrative Procedure Act, Chapter 120, FS, or the rights of the grievant as provided by civil court proceedings and other legal remedies.

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