ST. JOHNS RIVER STATE COLLEGE

Operating Guidelines and Procedures Manual

Updated 10/2026

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Foreword

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

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

This Manual supersedes and replaces all previous College Handbooks and Manuals. Future updates may be added to reflect Florida Statutes, Administrative Rules, Board Policies, institutional accreditation criteria, and other procedural changes.

Section 1: Organization of the College, the Board of Trustees, and the College President

Procedure 1.0: Mission Statement

Legal Authority – SJR Rule #s: 1.27
IPC Approval Date: 08/2007
Date Revised: 07/2009, 09/2010, 01/2013, 05/2016, 02/2022

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 and associate and baccalaureate degrees, and it provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College delivers high-quality instruction through face-to-face and distance education modalities and creates a supportive learning environment that includes services and resources to enable all students to reach their educational goals.

The College fulfills its mission through offering:

- Transferrable freshman and sophomore courses in the arts and sciences, as well as other disciplines, leading to the Associate in Arts degree.
- Career and technical programs leading to an Associate in Science degree, college credit certificate, or career certificate.
- Upper-level courses leading to baccalaureate degrees as authorized by the Florida State Board of Education.
- Delivery of high-quality instruction through face-to-face and distance education modalities.
- Delivery of academic and student services to support student success across all locations and delivery modes.

Procedure 1.1: Policy Statement on Equality of Opportunity and Non-Discrimination

Legal Authority – SJR Rule #s: 3.12,5.04,5.08,5.27,5.28
IPC Approval Date: 08/2007
Date Revised: 04/2010, 05/2012, 08/2015, 11/2015, 04/2022

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

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

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

All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Civil Rights Compliance Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4074. When an inquiry or complaint involves a student, the Title IX Coordinator/Civil Rights Compliance Officer will work in conjunction with the Vice President for Academic and Student Affairs (office located in the B Building, Room 1), 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4151 to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

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

1.1.1 Procedure on Pregnancy Accommodations

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

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

All requests for leave of absences should be submitted to:

Charles Romer
Chief Human Resources Officer, Title IX Coordinator, Civil Rights Compliance 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).

Procedure 1.2: Policy Statement on Human Immunodeficiency Virus and Acquired Immunodeficiency Disease

Legal Authority – SJR Rule #s: 3.09, 5.20
IPC Approval Date: 08/2007
Date Revised:

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

1.2.1 Non-Discrimination

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

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

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

1.2.2 HIV Testing

SJR STATE will require no test for or verification of the HIV status of any person for employment, academic admissions, access to SJR STATE programs, facilities, events, services, or for any benefits provided to College employees or students.

1.2.3 Confidentiality

SJR STATE shall, consistent with applicable law, maintain the confidentiality of all College records documenting and information concerning the HIV status or AIDS related conditions of SJR STATE students and employees to the same degree that confidentiality is afforded to other medical records of SJR STATE students and employees. SJR STATE recognizes that a person's HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student's HIV status or AIDS related conditions, shall be made in a manner consistent with the confidentiality of such information.

Procedure 1.3: Policy Statement on Alcohol and Drug-Free Workplace

Legal Authority – SJR Rule #s: 3.27
IPC Approval Date: 08/2007
Date Revised:

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 Chief Human Resources Officer 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.

Definitions:

- 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.

Procedure 1.4: Policy Statement on Sexual Harassment and Sexual Assault

Legal Authority – SJR Rule #s: 3.13, 3.15
IPC Approval Date: 08/2007
Date Revised: 04/2022

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 Assistant Vice President for Student Affairs and, where appropriate, campus security.

Employees who feel that they have been sexually harassed or assaulted under the above definition and wish further information, or assistance in filing a complaint, should contact Charles Romer, Chief Human Resources Officer, Title IX Coordinator, and Civil Rights Compliance Officer, St. Johns River State College, Administration Building, Room A145, telephone (386) 312-4074. Students with complaints should contact the office of Student Affairs, St. Johns River State College, Student Services Building, Room V227, telephone (386) 312-4293.

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/CFO, whose office is in charge of campus security will direct campus security officers to cooperate in the investigation on campus.

The Office of 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.

Procedure 1.5: Policy Statement on Discriminatory Harassment and Free Expression

Legal Authority – SJR Rule #s: 3.15
IPC Approval Date: 08/2007
Date Revised: 05/2012; 04/2015; 11/2018

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

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

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

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

1. Is intended to insult or stigmatize an individual or small number of individuals on the basis of their race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status; and
2. Is addressed directly to the individual or individuals whom it insults or stigmatizes; and
3. Makes use of insulting or “fighting” words or non-verbal symbols.

In the context of discriminatory harassment by personal vilification, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite to an immediate breach of the peace, “and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their race,

ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

Expressive activities protected under the First Amendment to the United States Constitution and Article 1 of the Florida State Constitution include, but are not limited to, any lawful oral or written communication of ideas, including all forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; circulating petitions; and the recording and publication, including the Internet publication of video or audio recorded in outdoor areas of campus.

Expressive activities shall be permitted in outdoor areas of College property with general access during regular hours of college operation, subject to the limitations described as follow. Outdoor areas where expressive activities may not occur include areas of restricted access as identified by the College, which include but are not limited to areas being used as outdoor classrooms or for educational training; or areas to which access is restricted due to operational or safety protocols, such as energy or maintenance control areas.

This procedure does not apply to expressive activities that take place in indoor areas of College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols. Students, faculty, staff, or visitors may not materially disrupt previously scheduled or reserved activities on College property.

Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with schools and the functions of educational institutions, including without limitation Florida Statute Sections 877.13 and 871.01.

The College recognizes that a speech, demonstration, or event on college property may invite another form of protest. When these occasions arise, the expression of all parties is important. When appropriate, a separate area may be designed for counter-protestors, college security officers may be present and other security measures may be employed to ensure the safety of all participants and the college community.

To promote a safe and effective event, individuals or groups planning to engage in expressive activity are encouraged, but not required, to make advanced arrangements with Campus Operations on the relevant campus to enable the college to ensure that the event takes place in a constructive and approachable manner. Individuals or groups who engage in expressive activity in outdoor areas on college property are subject to College policies relating to the use and operation of College and campus facilities, including without limitation policies relating to firearms and weapons, smoking, and trespass. The College reserves the right to limit the possession or use of clubs, bats, or other material objects on campus property during such events.

Students, faculty, staff, or visitors who engage in expressive activities in permitted outdoor areas, as defined herein, may do so freely, spontaneously, and contemporaneously as long

as the conduct is lawful, in accordance with laws applicable to conduct activities on the College's property and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a law, rule, regulation, or ordinance, including but not limited to Florida Statute Sections 810.095, 877.13, or 871.01;
4. Threats to passerby or use of fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College ceremonies or events, including memorials or dedications;
7. Damage to property, including grass, shrubs, trees, or other landscaping;
8. Utilization of sound amplification, including bullhorns, except as approved in advance from the Campus Security office and within sound limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
10. Engaging in expressive activities in prohibited or restricted areas as defined herein;
11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I of the Florida Constitution.

Procedure 1.6: Policy Statement on Security and Crime Statistics

Legal Authority – SJR Rule #s: 3.20
IPC Approval Date: 08/2007
Date Revised:

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

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

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

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

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

The College annual campus crime and security survey statistics are entered into the U.S. DOE campus data collection site in compliance with the "Clery Act," required under section 485 of the Federal Higher Education Act. These statistics can be accessed at

ope.ed.gov/campussafety. The College complies with the Florida Sexual Predator and Offender Law and the Federal Campus Sex Crimes Prevention Act and has available to the campus community information concerning the presence of registered sexual predators or sex offenders on our campuses. Additional information can be obtained from the FDLE/Sexual Offender/Predator unit web site at www.fdle.state.fl.us.

Procedure 1.7: Organizational Structure of The Florida College System

Legal Authority – SJR Rule #s: 1.38
IPC Approval Date: 08/2007
Date Revised: 01/2022; 01/2023; 06/2023

1.7.1 State

The Florida College System is organized in accordance with the provisions of Part III, Florida Statutes, Chapter 1001, and administered in accordance with the Administrative Procedure Act, Florida Statutes Chapter 120; and Chapter 6A-14, Florida State Board of Education Administrative Rules (Regulations for the operation of Florida College System institutions).

1.7.2 Local

1. The Florida Legislature has expressed the intent that, within and under the Statutes of the State of Florida and the rules of the State Board of Education, the respective Florida College System institution will be operated by a District Board of Trustees. No department, bureau, division, agency, or subdivision of the State of Florida may operate any Florida College System institution (F.S. 1004.67). Boards of trustees are representative of each of the participating counties of the district. The Governor shall make the appointments to the District Boards of Trustees (F.S. 1001.61).
2. The Florida College System institution district boards of trustees are vested with the responsibility (F.S. 1001.64) for:
    a. Determining policies for the efficient operation and general improvement of the Florida College System institution.
    b. Adopting rules to supplement those prescribed by the State Board of Education to contribute to the provision of educational services to all qualified citizens of the district.
    c. Prescribing minimum standards considered desirable to supplement those standards of the State Board of Education.
    d. Acting as contracting agent of the Florida College System institution.
    e. Performing those duties and exercising those responsibilities which are assigned to it by law or State Board rules.
3. The Florida College System institution President shall be the executive officer and corporate secretary of the Board of Trustees, as well as the chief administrative officer of the Florida College System institution, and all the components of the institution and all aspects of its operation are responsible to the Board of Trustees through the President (F.S. 1001.61).

1.7.3 College Inter-Institutional Relationships

The College maintains relationships with several state, regional, and national organizations, commissions, and agencies. These relationships are designed to strengthen the effectiveness of the College. The College seeks and maintains such affiliations through both institutional and individual memberships as deemed appropriate and practical by the President of the College.

1.7.4 Accreditation

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. St. Johns River State College also may offer credentials and certificates and diplomas at approved degree levels. Questions about the accreditation of St. Johns River State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679- 4500, or by using information available on SACSCOC's website (sacscoc.org)

Procedure 1.8: Code of Ethics

Legal Authority – SJR Rule #s: 5.37, 1.03), 5.03, 5.13, 5.26, 6.01, 6.02, 6.03, 6.04, 5.4, 5.23
IPC Approval Date: 08/2007
Date Revised: 08/2017; 02/2024

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

1.8.1 Code of Ethics of the Education Profession in Florida

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

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

1.8.2 Principles of Professional Conduct for the Education Profession in Florida

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
    a. shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
    b. shall not unreasonably restrain a student from independent action in pursuit of learning.
    c. shall not unreasonably deny a student access to diverse points of view.

d. shall not intentionally suppress or distort subject matter relevant to a student's academic program.

e. shall not intentionally expose a student to unnecessary embarrassment or disparagement.

f. shall not intentionally violate or deny a student's legal rights.

g. shall not harass or discriminate against any student on the basis of race, ethnicity, color, national or ethnic origin, marital status, religion, age, gender, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, or any other characteristic protected by law and shall make reasonable effort to assure that each student is protected from harassment or discrimination shall not exploit a relationship with a student for personal gain or advantage.

h. shall keep in confidence personally identifiable information obtained in the course of professional service unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:

   a. shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

   b. shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

   c. shall not use institutional privileges for personal gain or advantage.

   d. shall accept no gratuity, gift, or favor that might influence professional judgment.

   e. shall offer no gratuity, gift, or favor to obtain special advantages.

5. Obligation to the profession of education requires that the individual:

   a. shall maintain honesty in all professional dealings.

   b. shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition of otherwise qualified, or social and family background, deny to a colleague professional benefits or advantages or participation in any professional organization.

   c. shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

   d. shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive

environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. shall not make malicious or intentionally false statements about a colleague.

f. shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

g. shall not misrepresent one's own professional qualifications.

h. shall not submit fraudulent information on any document in connection with professional activities.

i. shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

j. shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

k. shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment or termination of employment.

l. shall not assist entry into or continuance in profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

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

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

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

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

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

r. shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

s. shall comply with all applicable requirements of 553.865, Florida Statutes, and updated policies and procedures pertaining to the use of restrooms and changing facilities by males or females, based on biological sex at birth.

Procedure 1.9: Responsibility for Compliance with Policies

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised:

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

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

Procedure 1.10: Policy Statement on Discriminatory Harassment

Legal Authority – SJR Rule #s: 3.11
IPC Approval Date: 08/2007
Date Revised: 05/2012; 04/2015, 11/2015; 05/2022

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

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

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

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

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

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

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

The College President shall designate a Title IX Coordinator, Civil Rights Compliance Officer within the Human Resources Department of the College.

1.10.1 Civility and Professional Behavior

All members of the College community should be able to work and learn in a safe and mutually respectful workplace and learning environment. As colleagues, all College employees have obligations that derive from a common goal to serve students. Colleagues will treat each other with respect and expect the same in return. Therefore, behavior that contributes to a hostile or humiliating environment, including but not limited to, abusive language, intimidation or retaliation will not be tolerated. Colleagues shall respect and defend the free inquiry of associates.

Procedure 1.11: Sexual Misconduct Policy

Legal Authority – SJR Rule #s: 3.36
IPC Approval Date: 01/2015
Date Revised: 04/2022; 11/2026

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

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

1.11.1 Purpose of Policy

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

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

The purpose of this policy is to:

- Define sexual misconduct and harassment and the forms of sexual misconduct and harassment that violate our community standards;
- Define domestic/dating/physical violence and stalking that violate our community standards;
- Identify resources and support for all members of the SJR State community (see Appendix #2– Sexual Misconduct Policy Resources);
- Identify the Title IX coordinator and the scope of his/her role;

- Provide information as to where a member of the SJR State community can obtain support or access resources confidentially;
- Provide information on how a member of the SJR State community can make a report on campus and/or off campus;
- Provide information on how a report against a member of the SJR State community will be investigated, evaluated, and adjudicated.

1.11.2 Scope of Policy

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

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

1.11.3 The Notice of Non-Discrimination

The District Board of Trustees has approved policy statement 3.12 on Equality of Opportunity and Non- Discrimination as follows: St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator, Civil Rights Compliance Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4074. (Any changes to Policy SJR 3.12 will update herein as amended from time to time.)

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

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

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

1.11.4 Statement of Privacy and Confidentiality

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

Faculty, staff, and students wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed on the Resources pages (see Appendix #2 – Sexual Misconduct Policy Resources).

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

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

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

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

1.11.5 Prohibited Conduct and Definitions

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

Sexual Harassment

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status, or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status, or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

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

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

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.
- Displaying or circulating written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.

- Making a student's work or an employee's job more difficult because of that person's sex, or gender identity.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

Sexual Assault

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

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

Sexual Exploitation

When an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another person);
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a "peeping tom");
- Knowingly or recklessly transmitting an STD or HIV to another person.

Stalking

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

Domestic Violence

Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual, or emotional abuse. It is a choice made by the batterer. Domestic violence is a crime committed by:

- Current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under Violence Against Women Act).

Dating Violence

The physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. Dating violence means violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Dating violence is a type of intimate partner violence that occurs between two people in a close relationship. The nature of dating violence can be physical, emotional, or sexual:

- Physical - this occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.

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

Retaliation

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

1.11.6 Definitions of Consent, Coercion, and Incapacitation

Consent

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

The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone.

A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Coercion

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

Incapacitation

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

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

1.11.7 Title IX Coordinator's Role

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

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

1.11.8 Reporting

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

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

Ways to File a Report

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

Campus Safety and Security: The opportunity to file a report with the College is available 24 hours a day, seven days a week by calling Campus Safety and Security:

- Orange Park Campus: 904-626-5885
- Palatka Campus: 386-937-2052
- St. Augustine Campus: 904-626-5956

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

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

Community Standards and Responsibility: An individual can file a report with the College by utilizing the Silent Witness Report on the Campus Safety and Security's website - https://web.sjrstate.edu/apex/prod/f?p=187

Local Law Enforcement: A reporting party may file a report with the local law enforcement agency (depending on location of incident).

Coordination with Law Enforcement

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

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

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

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

1.11.9 Amnesty

Our goal is that all individuals report all incidents of sexual misconduct/harassment, domestic/dating/physical violence, and/or stalking so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal

substances policies by a reporting party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

1.11.10 Statement Against Retaliation

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

1.11.11 False Reports

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

1.11.12 Interim Measures to Protect Safety and Well-Being

After a report is made or the College is placed on notice, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment. For a listing of services and resources that may be offered, see the “Campus and Community Resources” section in Appendix 5. The College will determine the necessity and scope of any interim measures.

The range of interim measures includes:

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

- Granting a voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities; and/or
- Providing academic support services.
- Emotional Support: The College will provide counseling services through student and employee assistance programs. For further information, see the Resources pages maintained in the Appendix pursuant to this policy.

1.11.13 Procedures for Resolving Sexual Misconduct/Harassment, Domestic/Dating/Physical Violence or Stalking Reports

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

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

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

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

If the responding party is found responsible, the College will determine corrective action. If the responding party is a student or student organization, the Vice President for Academic and Student Affairs or designee will determine the corrective action (also referred to as sanctions). A student found responsible for a violation of the Sexual Misconduct and Harassment Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some

cases, a student found responsible may be expelled from the College. If the responding party is an employee, the employee's supervisor in conjunction with the Title IX Coordinator will determine the corrective action which could result in termination of employment.

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

- Procedural misconduct during the investigation.
- The sanction(s) imposed is/are inappropriate for the violation of College policy.
- The preponderance of evidence standard was or was not met.

The College will inform both the reporting party and responding party in writing of the outcome of the investigation and the appeal process.

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

If the responding party serves in multiple capacities at the College (i.e., student and employee), the College will determine which office will determine corrective action. In some cases, both offices may issue corrective action.

Procedure 1.12: COVID-19 Face Covering Requirements - Repealed

Legal Authority – SJR Rule #s: 5.48
IPC Approval Date: 08/04/2020
Date Revised: 09/09/2020; Repealed 06/2023

Procedure 1.13: Board Self-Evaluation

Legal Authority – SJR Rule #s: 1.39
IPC Approval Date: 01/12/2021
Date Revised:

This procedure outlines the self-evaluation process of the District Board of Trustees of St. Johns River State College. This process must occur at least once every three years although self-assessments may take place on a more frequent schedule.

Procedure

The Board of Trustees will conduct a self-evaluation that complies with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Each member of the District Board of Trustees shall complete a Board Self-Assessment instrument that evaluates Board roles, responsibilities, and expectations.

Results from the Self-Assessment Instrument are summarized by the Office of Research and Institutional Effectiveness and provided to the Board Chair. The discussion of results led by the Board Chair takes place in a Board meeting. The discussion of Board roles and responsibilities strengthens communication and understanding amongst board members and leads to a stronger, more cohesive governing board.

Typical Timeline of Events

1. Administration of self-evaluation instrument by the Office of Research and Institutional Effectiveness.
2. Completion of survey during a two-week period by members of the District Board of Trustees.
3. Preparation of report of the self-evaluation survey by the Office of Research and Institutional Effectiveness.
4. Board discussion of survey results led by the Board Chair during a regular Board meeting that includes identifying Board strengths and areas for Board improvement.

Procedure 1.14: Honorary Degrees and Certificates

Legal Authority – 7.25
IPC Approval Date: 10/2022
Date Revised:

St. Johns River State College may award an honorary degree or certificate to any individual.

1.14.1 Eligibility criteria

St. Johns River State College may award an honorary degree or certificate to individuals who:

1. Have an association with SJR State and/or the State of Florida by virtue of birth, education, or direct contribution to the well-being of the state's citizen, or
2. Have distinguished themselves in such a manner, and at such a level, as to have won recognition in their respective areas of endeavors at the state, regional, or national levels, or
3. Will reflect favorably on SJR State and the state of Florida.

SJR State may also award a posthumous honorary degree to former students who meet the following requirements:

1. Were enrolled as a degree or certificate seeking student at SJR State within the past year.
2. Have completed at least 85% of their program of study with a minimum of 25% being completed at SJR State.
3. Have a minimum 2.0 cumulative GPA.

1.14.2 Process to nominate individuals for honorary or posthumous honorary degrees and certificates

1. SJR State faculty and staff may nominate qualified individuals for an honorary degree or certificate by submitting a letter of nomination and supporting materials to the College President. Supporting materials may include letters of support for nationally or internationally known leaders in the area of endeavor of the nominee, from SJR State faculty, staff, alumni, and students, and from citizens of Florida who have been impacted by the nominee. Documentation such as press articles, professional organizations honors, and other materials demonstrating the candidate's achievement may accompany nominations.
2. The student's immediate family or next of kin may request consideration of a posthumous honorary degree or certificate by submitting a letter to the Vice President for Academic and Student Affairs outlining the request.
3. The College President will review the nominations and make the final decision, regarding the awarding of the honorary degree or certificate.

4. Honorary degrees and certificates may be presented and dated as of the commencement dates established by the current academic calendar, or presented at a more appropriate time, as determined by the President.
5. Current employees of the Florida College System are not eligible for this honor.

Procedure 1.15: Active Assailant Response Plan

Legal Authority - SJR Rule #: 3.40
IPC Approval Date: 10/06/2026
Date Revised:

1.15.1 Purpose

This plan is intended to provide guidance in the event an individual is actively assaulting people at an SJR State campus.

1.15.2 Goal

It is the goal of SJR State to provide an active assailant emergency response plan to achieve 100% notification and acknowledgment of the Run-Hide-Fight message among all students, faculty, and staff. That notification will be accomplished by way of desk phones, outdoor speakers, alert tones, visual alert beacons, pop-up notifications on computers, emails, and voluntary text messages to protect all stakeholders from an assailant.

1.15.3 Objective

Immediately activate SJR State's emergency notification system, request immediate assistance from law enforcement to reach and stop the imminent threat of death or great bodily harm, and stop the active assailant(s) from wounding and/or killing innocent people.

1.15.4 Employee and Student Response

An **Active Assailant** is a person or persons who appear to be actively engaged in killing or attempting to kill people. In most cases, active assailants use firearm(s) and display no pattern or method for the selection of their victims. In some cases, active assailants use other weapons and/or improvised explosive devices (IEDs) to cause additional victims and act as an impediment to police and emergency responders.

A **Lockdown** is initiated when there is either a threat on campus or in the proximity of a campus. Employees and students will be notified by way of an audible message on campus desk phones, an audible message on outdoor speakers, an audible alert tone and visual strobe from beacons in campus hallways and corridors, a visual message on all campus computer screens, and a text message and call to your personal cell phone IF you sign up for Emergency Notifications from your MySJRState portal. When a lockdown occurs, you should:

1. Stop class or business immediately.
2. Get out of hallways and restrooms and into a classroom or office.
3. Lock the door(s).
4. Secure yourself in the room so you are undetectable.
    a. Close the blinds.
    b. Shut off the lights.

c. Sit on the floor, against a wall, not visible from the classroom or office doors or windows.
d. Silence phones and other devices.
e. Be quiet.
f. Do not leave your space until an "All Clear" is announced by the college over campus speakers, desk phones, college computers, and personal devices.

Any SJR State student, faculty, or staff member can initiate a "lockdown" by notifying SJR State Campus Security. The Director of Campus Safety, Campus Commander, Campus Sergeant, or Vice President/CFO are then authorized to issue emergency alerts in the emergency notification system.

SJR State encourages employees and students to use the strategy known as **Run-Hide-Fight**, based on the time and location of the assailant in relation to yourself.

RUN

In most circumstances, your best option when dealing with an active shooter inside your building is to flee to safety. If there is an escape path, try to evacuate as quickly as possible.

1. Plan your escape route ahead of time and act decisively.
2. Leave your belongings behind so they won't slow you down.
3. If possible, help others escape.
4. Keep your hands visible. This is important if law enforcement is in the area to show them you are not armed.
5. Always follow the instructions of any police officers or other law enforcement as you make your escape.
6. When you have reached safety, immediately call 911.

HIDE

During a lockdown, you should also be hiding. When hiding you should follow these guidelines:

1. Stay out of the perpetrator's view and stay hidden until all is safe.
2. Get behind a door and lock it.
3. Create a barricade that would be difficult for shots to penetrate. You could hide behind large filing cabinets or bookshelves.
4. Cover and move away from windows.
5. Try not to trap yourself or restrict your options for movement. Try to take cover near exits.
6. Use cell phones cautiously. Make sure your cell phone is on silent.

FIGHT

When all else fails, you may need to take action when confronted face-to-face with an active shooter. Taking action entails attempting to disrupt, distract, or incapacitate the attacker by any means.

1. Act as aggressively as possible to subdue the attacker. Attempt to act as a team to take down the attacker by using a "swarm" technique.
2. The element of surprise is important. You could use a fire extinguisher to either hit the attacker on the head or spray chemical in his eyes the moment they enter the room.
3. Yell as a form of distraction. Causing chaos is one way to attempt to confuse the shooter.
4. Attempt to negotiate. Negotiation rarely works with shooters who are in a crazed state of mind but may be your only option.
5. Commit to your actions and fight for your life with whatever action you choose to make.

An **evacuation** is initiated when there is either a credible bomb threat or an environmental hazard. Employees and students will be notified by way of an audible message on campus desk phones, an audible message on outdoor speakers, an audible alert tone and visual strobe from beacons in campus hallways and corridors, a visual message on all campus computer screens, and a text message and call to your personal cell phone IF you sign up for Emergency Notifications from the MySJRState portal. When an evacuation occurs, you should:

1. Stop class or business immediately.
2. Advise others of the evacuation order as needed.
3. Calmly and quietly proceed to a designated exit without running or shouting.
4. Evacuate at least 300 feet from the building. Do not block parking lots or other entryways to the College – emergency vehicles may need those areas.
5. Do not reenter a building until an "All Clear" is announced by the College over campus speakers, desk phones, College computers, and personal devices.

A **shelter in place** is initiated usually due to weather-related events such as tornadoes. Employees and students will be notified by way of an audible message on campus desk phones, an audible message on outdoor speakers, an audible alert tone and visual strobe from beacons in campus hallways and corridors, a visual message on all campus computer screens, and a text message and call to your personal cell phone IF you sign up for Emergency Notifications from the MySJRState portal. When a shelter in place occurs, you should:

Stop class or business immediately.

1. Move to a safe space away from windows and doors that provides protection from extreme weather, winds, flying glass, or debris - consider a hallway, restroom, interior office, storage closet, or stairwell.
2. If the hallway and restrooms do not provide protection from extreme weather, winds, flying glass or debris, get into the nearest safe space.

3. Do not leave your space. Stay in place until an "All Clear" is announced by the College over campus speakers, desk phones, College computers, and personal devices.
4. When the "All Clear" notice is given by the College over campus speakers, desk phones, College computers, and/or personal devices, unlock the door and resume normal operating procedures unless otherwise directed by the College or emergency personnel.

1.15.5 Law Enforcement Response

SJR State Campus Security and other law enforcement personnel will respond to the emergency. SJR State Campus Security and other law enforcement personnel have been directed to immediately deploy to the area of the active shooter. Expect to experience officers shouting orders and even pushing people to the ground for their safety. The first responder's primary responsibility is to eliminate the threat, so they will not stop to help injured persons until the area is safe.

When campus security or law enforcement officials arrive:

1. Put down any items immediately and raise your hands, keeping them visible while spreading your fingers.
2. Remain calm and follow instructions.
3. Avoid making sudden movements.
4. Avoid pointing, screaming, and yelling.
5. Do not distract officers by asking them for help while you are being evacuated.
6. After you reach a safe location or assembly point, cooperate by providing information to investigators.

1.15.6 Post-Incident Response

When law enforcement has determined that the active assailant emergency is under control, an "All Clear" notice will be given by the College over campus speakers, desk phones, college computers, and/or personal devices. You can then unlock the door(s) and resume normal operating procedures unless otherwise directed by the College or law enforcement.

The SJR State Crisis Management Team will determine the current operational status of the College and decide whether to continue normal business operations or not. In addition, the Crisis Management Team will consider the following:

1. The need for mental health services for affected students and/or faculty.
2. Damage to College buildings, infrastructure, and property.
3. The need for closing portions of the campus, cancelling, or rescheduling classes.
4. Information related to injured staff, faculty, and students.
5. After action critiques
6. After action reports.

1.15.7 Training

All Faculty, Staff, and Students at the College are required to annually complete Active Assailant Preparedness Training. This training will be facilitated by way of the college's teaching and training software.

Procedure 1.16: Family Reunification Plan

Legal Authority - SJR Rule #: 3.41
IPC Approval Date: 10/06/2026
Date Revised:

1.16.1 Purpose

This plan establishes procedures for reunification of students and employees with family members following a campus emergency, evacuation, or closure at St. Johns River State College.

1.16.2 General Assumptions

Because St. Johns River State College primarily serves adult students, most students and employees provide their own transportation, and following an evacuation or campus closure, are expected to leave campus independently and reunify directly with family members or other personal contacts.

The College does not maintain real-time attendance records for students. Accordingly, the College cannot verify the presence or location of all students on campus during an emergency event.

1.16.3 Activation Authority

This plan may be activated for any campus by the highest-ranking available official among the College President, Senior Vice President, Vice President for Finance, and Director of Campus Safety and Security, or by an authorized designee of one of those officials. Activation may be appropriate for active-threat incidents, major criminal events, severe weather, hazardous-materials incidents, fires, explosions, structural failures, mass-casualty or mass-victim incidents, or other significant emergencies.

1.16.4 Emergency Communication

The College will provide emergency information through available communication systems, which may include:

- College emergency notification systems;
- College email;
- Text message alerts;
- College website postings;
- Social media platforms; and

- Communications through local emergency management or public safety agencies.

Communications will provide information regarding campus closures, evacuations, shelter locations when applicable, and other available instructions.

Emergency messages should identify the affected campus or facility, state the protective action required, provide the effective time and known duration when available, identify the location of any Assistance Area or Family Assistance Center, and explain where subsequent updates will be issued. Strategic Communications will coordinate public messaging with Incident Command and will issue updates as material information changes.

1.16.5 Incident Command and Unified Command

The Director of Campus Safety and Security or designee normally serves as Incident Commander. For incidents at the Palatka Campus and the Workforce Training Center, primary law enforcement coordination will typically occur with the Palatka Police Department; the Putnam County Sheriff's Office and other responding agencies may participate in Unified Command and recovery operations depending on incident conditions. For incidents at the Orange Park Campus, the Clay County Sheriff's Office will be the primary law enforcement agency. For incidents at the St. Augustine Campus, the St. Johns County Sheriff's Office will be the primary law enforcement agency. Unified Command will be established with the appropriate local law enforcement, fire rescue, and emergency management agencies. For incidents that escalate to mass-casualty or mass-victim status, Unified Command will include the College Director of Campus Safety and Security, College Campus Commander, local police chief or sheriff, and local fire chief.

1.16.6 Assistance Areas

Students, employees, or visitors who cannot immediately leave campus independently because of transportation limitations, disability-related needs, injury, or other emergency circumstances will be directed to an Assistance Area in the Viking Center (V Building) at the Palatka, Orange Park, or St. Augustine campus. Individuals at the Workforce Training Center will be directed to the Main Entrance Lobby of Building E. These areas will provide temporary shelter while individuals attempt to arrange transportation. If an individual cannot secure transportation, the College's Incident Commander or designee will coordinate with local law enforcement, emergency management, and other responding public-safety agencies to identify an appropriate transportation resource and communicate pickup instructions.

1.16.7 Family Assistance Center

For mass-casualty or mass-victim incidents, the College may set up a full Family Assistance Center (FAC). The FAC should be established within one to three hours of the incident to provide a safe, secure, centrally located place for family members to obtain information and support services. During a significant emergency resulting in campus closure or evacuation, Strategic Communications will serve as the primary coordinator for family assistance communications. The College will release information consistent with applicable privacy laws and available information. Photography should not be permitted inside the FAC, and news media and the general public should not have access.

The FAC location will be the same as the Assistance Areas referenced above in Section 6. However, an alternate site may be selected after considering:

- Proximity to the incident site, balanced against the need for a secure perimeter away from the immediate scene.
- Accessibility for families and ADA compliance.
- Controlled access to support a security perimeter.
- Reliable internet, cell, and landline service.
- Sufficient power outlets, restroom facilities, and space to scale based on incident size.

Core FAC components include a:

- **Reception Area** to welcome and register families and visitors to the FAC. All families and visitors must sign a log to record their presence. All visitor intake and interview information at the FAC should be treated as confidential and handled consistently with applicable privacy law, including HIPAA where mental health or medical services are present. Families and visitors will be directed to the appropriate area depending on their needs.
- **Gathering Area** for those students and visitors present but uninjured.
- **Family Briefing Room** to provide families with the most recent information regarding the incident response and victim identification process. Death or next-of-kin notifications will be made only by authorized law enforcement personnel, conducted in a private setting, and never by general FAC staff. The family briefing schedule should be posted around the FAC in highly visible areas. The first briefing

should be held within a reasonable amount of time and at least one briefing per day should be conducted.

- **Behavioral Health Services Room(s)** to provide behavior health services to incident survivors, family members, and friends of the victims. These rooms should be private rooms and staffed with a team of professionals.
- **First Aid and Onsite Medical Services Area** staffed by EMTs from the Fire Department to address minor medical issues and provide initial, rapid evaluations of emergency medical issues. Patients in medical distress will be transported by Fire Rescue to a nearby hospital**.**

Family Assistance Center Staffing List:

- Director of Campus Safety and Security
- Campus Commander from campus declaring emergency
- Director of Strategic Communications
- Director of Facilities Business Operations
- Palatka Police Department (Palatka Campus)
- Putnam County Sherrif's Office (Palatka Campus)
- St. Johns County Sherrif's Department (St. Augustine Campus)
- Clay County Sherrif's Office (Orange Park Campus)
- Emergency Management from appropriate county
- Information Technology Support employee
- Behavioral Health Services staff
- First Aid/Medical Staff

1.16.8 Demobilization

The Director of Campus Safety and Security will coordinate demobilization of any FAC or expanded family assistance operations. Planning for demobilization should determine which departments and partner agencies remain engaged in family assistance activities once the FAC is closed and should include continued family briefings if the incident involves an ongoing criminal investigation.

1.16.9 Coordination

This plan will be implemented in coordination with local law enforcement agencies, local emergency management officials, and other responding public safety agencies as appropriate to the circumstances of the incident.

Procedure 1.17: Postsecondary Threat Management Protocol

Legal Authority - SJR Rule #: 3.42
IPC Approval Date: 10/06/2026
Date Revised:

1.17.1 Purpose

This procedure establishes how St. Johns River State College ("College") identifies, assesses, manages, and monitors students whose behavior may pose a threat of harm to the College community, consistent with Section 1006.601, Florida Statutes, 6A-14.012 Florida Administrative Code, and the State Board of Education's Florida Postsecondary Threat Management Protocol ("Florida Postsecondary Protocol").

1.17.2 Definitions

- Threat Management Team ("TMT"): The team(s) established under this procedure to coordinate resources and conduct assessment and intervention with students whose behavior may pose a threat to the safety of the College, College staff, or other students.
- Core Four: The four required TMT members — a College administrator, a sworn law enforcement officer, a student services or counseling team member, and a member with instructional expertise (faculty member, dean, or department head) that must be included on the TMT.
- Triage Team: The individual(s) designated by the President to receive, review, and triage all reports of concerning behavior, concerning communication, or threats, regardless of how the report is received.
- Administrative Reviewer: An administrator who is not a member of the TMT, designated to review and approve completed threat management documentation, the final level of concern, and case disposition.

1.17.3 Threat Management Team — Establishment and Membership

The College maintains one College-wide Threat Management Team (TMT), which operates as a function of the College’s CARE Team for purposes of fulfilling the threat management responsibilities established by this procedure. The President appoints the following members to the TMT:

- Vice President for Academic and Student Affairs;
- Associate Vice President for Student Affairs;
- Chief Human Resources/Title IX Officer;
- Dean of Advising;
- Director of Campus Safety;

- Campus Student Support Ombuds (OPC, PAC, SAC);
- Campus Director (OPC, SAC);
- Sworn law enforcement officers from each county within the College service district; and
- A member with instructional expertise (faculty member, dean, or department head).

If no TMT member is familiar with the student of concern, the TMT must attempt to consult someone who is — on or off campus — to provide background information. Consulting individuals are not required to complete Florida Postsecondary Protocol training and may not participate in the TMT's decision-making.

Appointment deadlines: For the 2026–2027 academic year, the President must appoint TMT members no later than October 30, 2026. In each subsequent year, TMT members must be appointed before the start of the fall term.

1.17.4 Triage of Reports

The President designates the Vice President for Academic and Student Affairs, the Associate Vice President for Student Affairs, the Director of Campus Safety or designee, and the director or designee of the Orange Park and St. Augustine campuses, to serve as the triage team. The triage team is responsible for receiving, reviewing, and triaging all reports of concerning behavior, concerning communications, or threats, regardless of how the report is initially received (e.g., in person, phone, email, online form, Campus Safety and Security, FortifyFL, or a third party).

At a minimum, the triage team must include one representative from the Office of Student Affairs, one representative from Campus Safety and Security, and one campus director or other administrator. Additional College personnel may participate as appropriate based on the nature and circumstances of the report.

The triage team must review each reported concern within one day in accordance with FPP-01 and determine whether the matter should be referred to the TMT, another appropriate College office or process, or both. All reports and dispositions must be documented using Form FPP-02. Matters not referred to the TMT must be submitted to the Administrative Reviewer.

Referral to the TMT does not preclude simultaneous review or action under the Student Code of Conduct, Title IX procedures, or other applicable College policies or procedures.

Nothing in this procedure delays immediate action necessary to protect the safety of any person or the College community. Imminent threats and concerning behavior involving a specified target must be immediately reported to a sworn law enforcement member of the TMT in accordance with FPP-01.

1.17.5 Administrative Review

The President designates the Chief Operating Officer to review and approve all completed threat management documentation, including the final assigned level of concern and the disposition of each case. This administrative reviewer must complete Florida Postsecondary Protocol training under Section 8.

1.17.6 Assessment Process and Documentation

Matters referred by the triage team to the TMT are assessed using the process set out in the Florida Postsecondary Threat Management Protocol Manual, Form FPP-01. When a matter is referred to the TMT, the TMT must convene no later than the next business day to begin its review. The TMT coordinates appropriate interventions and services in accordance with the Florida Postsecondary Protocol.

Every reported threat, concerning behavior, or concerning communication—including reports ultimately determined to be unfounded—must be documented on the standardized Florida Postsecondary Threat Management Protocol Intake and Disposition Form, Form FPP-02, along with any resulting action. Form FPP-02 may be digitized and integrated into the College's existing threat assessment/behavioral intervention software, provided the same information is captured in the same format and can be transmitted to a receiving school district or postsecondary institution where the student subsequently enrolls.

Threat management is a safety assessment and intervention process separate from the College's student disciplinary process. The TMT does not determine whether a student has violated the Student Code of Conduct and does not impose disciplinary sanctions. Conduct that may violate College policy may be referred for review and action under the Student Code of Conduct or other applicable College procedures, regardless of whether the matter is also being assessed or managed by the TMT. Nothing in this procedure prevents the College from implementing appropriate interim safety measures while a threat assessment, disciplinary proceeding, or other College process is pending.

1.17.7 TMT Meetings

The CARE Team may meet separately to address behavioral intervention, student support, and other matters that do not require formal threat management. At least monthly, the College's TMT must convene with, at a minimum, representation from each of the Core Four required members to fulfill the threat management responsibilities established by the Florida Postsecondary Protocol. Additional appointed TMT members may participate as appropriate.

The College must maintain documentation of each meeting, including:

- The meeting date;
- Team members in attendance;
- Cases discussed; and

- Actions taken.

If a TMT has no active cases to discuss at a scheduled meeting, it must still document any other items discussed and may use the meeting time to review referrals made to other College teams or committees, review patterns, or clusters of reported behavior, or conduct additional training.

1.17.8 Training

All appointed TMT members, all triage-designated personnel, and the administrative reviewer must complete initial training in the Florida Postsecondary Protocol, including instruction on the Florida Model as it applies to postsecondary review of records received from K-12 schools.

- 2026–2027 academic year: initial training must be completed no later than December 18, 2026.
- Each subsequent year: annual initial or refresher training, as applicable, must be completed before the start of the fall term.

The Office of Student Affairs will maintain records of completion for all TMT members, triage designees, and the administrative reviewer.

1.17.9 Dual Enrollment Students

If the student of concern is a dual enrollment student from a Florida public school:

- On-campus or in-class incidents: If the threatening or concerning behavior occurs on a College site or in a College class, the College TMT conducts the threat assessment and manages the student, in continued consultation with the K-12 school's threat management team. If the College determines the student may no longer participate in dual enrollment, the student's K-12 school determines next steps for student support.
- Off-campus incidents reported to the College first: If the incident does not occur on a College campus or in a College class, and the College is notified first, the College must refer the matter to the student's K-12 school, which conducts the threat assessment and manages the student using the Florida Model, with consultation from the College's TMT.

1.17.10 Roles and Responsibilities

Role	Responsibility
President	Appoints TMT member(s), triage designee(s)/team, and the administrative reviewer; ensures procedures and training deadlines are met.

Role	Responsibility
Threat Management Team (TMT)	Conducts formal threat assessments using Form FPP-01. Each assessment includes, at minimum, participation representing all four Core Four required areas. Additional appointed TMT members may participate. Reaches assessment determinations and recommended dispositions by consensus; coordinates interventions and services; meets at least monthly with required Core Four representation; and documents meetings and case actions.
Triage Team	Receives and documents all reports; conducts initial fact-gathering as appropriate; determines whether the reported information reasonably indicates a potential threat warranting referral to the TMT; and refers matters to the TMT and/or other appropriate College processes. Documents matters not referred to the TMT for review by the Administrative Reviewer.
Administrative Reviewer	Independently reviews and approves the disposition of all reports processed under this procedure, including triage determinations for matters not referred to the TMT and completed TMT documentation, final levels of concern, and case dispositions for matters formally assessed by the TMT.
Office of Student Affairs	Tracks and reports completion of initial and annual Florida Postsecondary Protocol training for all required personnel; maintains records of TMT meetings and case actions.

1.17.11 Recordkeeping and Confidentiality

Threat management records, including Form FPP-02 intake and disposition records, are maintained consistent with FERPA, applicable Florida public records exemptions, and the College's Records Management Policy (SJR 3.38). Records must be capable of transmission to a receiving school district or postsecondary institution where a student of concern subsequently enrolls.

1.17.12 Annual Review

This procedure is reviewed at least annually, prior to the start of each fall term, and updated as needed to remain consistent with Section 1006.601, F.S., the Florida Postsecondary Threat Management Protocol as amended by the State Board of Education, and any related updates to Forms FPP-01 and FPP-02.

Part Two – College Administration, Instructional, and Support Personnel Procedures

Procedure 2.0: Organizational Structure of the College Administration

Legal Authority – SJR Rule #s: 1.38
IPC Approval Date: 08/2007
Date Revised: 02/2017; 11/2026

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

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

The administrative organizational structure of the College is indicated on the College Organizational Chart on the college website at https://www.sjrstate.edu/org-chart .

2.0.1 Promulgation of Board Rules and Policies

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

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

1. The College staff at the direction of the College President shall construct a proposed policy or rule or recommend the substantial revision or repeal of a policy or rule and submit the recommendation(s) to the Senior Vice President/COO citing the specific authority for the policy or rule or the substantial revision or repeal of a policy or rule.
2. The Senior Vice President/COO will edit, staff and, when necessary, number the rule in accordance with state law, State Board rules and other specific authorities and forward the revised document to the Institutional Planning Committee with a recommendation. The Institutional Planning Committee shall review the recommendation from the Senior Vice President/COO and may modify, amend, correct, change re-write, or disregard the recommendation.
3. Once the Institutional Planning Committee has made its recommendations regarding the proposed policy or rule, rule revision, or rule repeal, the Senior Vice President/COO will make the changes recommended by the Committee and submit the proposed policy or rule, rule revision, or rule repeal to the College President who will decide to either recommend or not recommend the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule to the District Board of Trustees.

4. Should the College President decide to recommend to the Board the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule, the following procedure will be followed:
    a. At least twenty-eight days before the Board will consider the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule, the College will publish the rule or policy by number, name and intended action only in a newspaper of general circulation in the College district.
    b. The College will also mail a copy of the newspaper publication to all persons who have requests with the College on file for advance notice of the proceedings of the Board and to organizations representing persons affected by the proposed policy, rule, substantial revision of a policy or rule, or the repeal of a policy or rule; however, in most instances, students are not persons subject to regulation for the purpose of a variance or waiver of a proposed policy, rule, policy or rule revision, or policy or rule repeal [FS 120.81 (1) (k)].
    c. The College will also post the proposed policy or rule, rule or policy revision, or rule or policy repeal on the College's web-site at least seven days in advance of the Board's consideration so that those particular classes of persons to whom the intended action is directed may be duly notified.
5. Prior to action on the proposed policy or rule, policy or rule revision, or policy or rule repeal, the Chair of the District Board of Trustees shall provide time for a public hearing on the proposed action under consideration and persons wishing to testify at the public hearing may do so with time limitations for testifying established by the Board Chair.
6. After the public hearing, the Board of Trustees may take action on the proposed rule or policy, rule or policy revision, or rule or policy repeal pursuant to SJR 1.07, SJR 1.09 and SJR 1.03.

Procedure 2.1: Financial Disclosures

Legal Authority – SJR Rule #s: 3.28
IPC Approval Date: 08/2007
Date Revised: 9/2023

Certain administrators are required by Florida's Financial Disclosure law (F.S. 112.3145) to make annual statements of financial disclosure to the county they reside in. Those administrators presently required to do so are the President, Chief Business Officer and/or the Chief Financial Officer, and Purchasing Director. Future interpretation of this law may make it applicable to other administrators.

Procedure 2.2: Administrative Employment and Termination of Employment

Legal Authority – SJR Rule #s: 5.03), 5.04), 5.05, 5.08, 5.13, 5.18, 5.21, 5.23, 5.28, 5.36
IPC Approval Date: 08/2007
Date Revised: 04/2018; 02/2021; 10/2022; 03/2024; 11/2026

2.2.1 Selection

As administrative positions become available, they will be posted and advertised on the College's electronic posting and application system. Applicants seeking an appointment to an administrative position should complete the appropriate application online at sjrstate.edu. Thereafter, a personal interview is conducted and may include the President, Senior Vice President and the appropriate Administrator who will supervise the applicant. Interview Committees make recommendations for final consideration by the Board of Trustees. Therefore, in accordance with F.S. 286.011, interview meetings are public meetings.

Confidential references and college transcripts are also used in assessing the qualifications of applicants. Alternatively, the President may reassign or transfer an employee from within the College in accordance with the needs of the College. Promotions of employees into open positions that are not posted on the College's employment application system must have written approval from the President and must be documented as to reasons for not posting. When an administrative position becomes open or vacant, the selection of a current employee to fill such position must not create any barriers or discrimination to other employees who meet the qualifications of the position.

2.2.1.1 Administrative Employment Procedures

New, full-time employees will be scheduled for new hire orientation. At that time, the required new hire employment forms will be completed.

Prior to approval to work, Human Resources will complete a criminal background check on all new employees. Some administrative positions may require a satisfactory credit history report. In addition, all employees shall be notified at orientation that they must complete mandatory training within 30 days of the employment start date. Additional training may be required depending on the position.

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

All personal injuries and accidents occurring on the job or while traveling on business must be reported immediately to the immediate supervisor, the Security Office or the designated lead administrator of that campus, and the Human Resources Office. A written report should be filed with the Risk Management Office within twenty-four hours of accident and/or injury, since employees are covered by Workers Compensation. The Risk

Management Office is responsible for coordinating medical services requested by the injured employee with an approved worker's compensation managed care provider.

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

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

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

As positions become open and available, notifications of the openings will be posted for a minimum of three (3) days at the SJR State Human Resources webpage. Permanent employees are encouraged to apply for posted positions within the three (3) days of posting. When a position is only intended for internal applicants, the posting shall include language that indicates such. Employees are not eligible for transfer until completion of the probationary period.

2.2.2 Contracts

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

2.2.3 Evaluation

Each administrator (who has completed the six-month probationary period) should receive a written evaluation annually. The purpose of the evaluation is twofold; first, to provide documented and rational foundation for supervisor counseling and for decisions relative to promotion, salary, and retention; second, to provide the administrator with a documented report which informs as to level of performance as an administrator, and which points the way toward improvement of that performance.

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

The annual evaluation for administrators will normally begin on July 1 and end on June 30. The period could start at any point in the calendar but should end on June 30. Evaluations shall be completed and filed with Human Resources on or before September 1 for the preceding contract year.

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

The Human Resources Office will provide instructions for completing the employee self-evaluation and the evaluation tool no later than 30 days after the completion of the rating period.

2.2.3.1 Evaluation of the President

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

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

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

2.2.4 Termination

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

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

An administrator who submits their intent to retire at least 30 days prior to the last College business day in December will be paid the full salary amount for the month. The President may authorize an exception to the 30-day notice requirement.

Procedure 2.3: Duties of College Administrators

Legal Authority – SJR Rule #s: 1.03,5.04,1.25
IPC Approval Date: 08/2007
Date Revised: 01/2018

Administrators are required to perform those duties specified in their job descriptions. Administrators may be assigned other duties as necessary by the President. Pursuant to the provisions in F.S. 1012 and the rules and guidelines of the State Board, the College Board of Trustees as executed by the college President shall establish conditions of work, compensation, performance appraisals, selection, termination, and other responsibilities of administrators. Administrator job descriptions are listed on the College portal and are maintained in Human Resources.

Procedure 2.4: Structure, Functions, and Duties of Faculty

Legal Authority – SJR Rule #s: 1.03, 5.13
IPC Approval Date: 08/2007
Date Revised:

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

Procedure 2.5: Academic Freedom

Legal Authority – SJR Rule #s: 1.27, 3.15, 6.02, 6.04
IPC Approval Date: 08/2007
Date Revised: 01/2018; 05/2022

In recognition that faculty and students must be able to examine ideas in an atmosphere of freedom and confidence, the College affirms:

Faculty are entitled to freedom in the instructional setting when discussing their subjects and pursuing the truth in accord with appropriate standards of scholarly inquiry, even those elements that may be deemed controversial, unconventional, or unacceptable by society, to the extent that they do not violate state or federal laws. The College recognizes the value of interdisciplinary learning and real-world discussion so as to lend context to the course learning outcomes. Nevertheless, faculty will not depart significantly from their respective areas of competence or divert substantial time to material and/or discussion extraneous to the course. Faculty have the sole right and obligation to assess and evaluate student performance in a fair and reasonable manner within the confines of the criteria established on the course outline. Faculty are citizens, members of an educational institution, and members of an honorable and learned profession. As members of a college community, they must be free to evaluate, criticize, and advocate their personal views concerning the policies and programs of the college; however, such advocacy should be exercised responsibly and in a spirit of collegiality. Faculty's academic freedom includes the right to constructively comment on College decisions and actions of the Administration and District Board of Trustees. When a faculty member communicates, he/she must recognize the special position in the community he/she holds as an employee of St. Johns River State College in that the public may judge both the faculty member's institution and profession by his/her statements. Both the College and the faculty, therefore, recognize and affirm the Board's authority and prerogative to regulate the instructional setting and professional conduct of faculty members, and to take steps appropriate to implement its responsibilities as prescribed.

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

Procedure 2.6: Curriculum – Moved to 7.5

Legal Authority – SJR Rule #s: 1.03(R1) (8d)
IPC Approval Date: 08/2007
Date Revised: 5/2022

Procedure 2.7: Professional Development and Growth

Legal Authority – SJR Rule #s: 5.03, 5.03, 3.24
IPC Approval Date: 08/2007
Date Revised: 11/2018

The College supports the faculty members' efforts to grow professionally, to remain current in their discipline, and to participate in discipline or professionally related associations. To this end, the College will, within its financial and personnel constraints, support faculty enrollment in advanced graduate study through its tuition reimbursement program, attendance at discipline or professionally related workshops, seminars, short courses, or other special programs, or participation in state, regional, or national conferences.

The College supports other full-time staff professional development opportunities within the financial constraints of each department operating budget and through the College's various educational opportunities.

The College will also periodically provide campus-based professional development opportunities for faculty and staff.

Procedure 2.8: Faculty Qualifications

Legal Authority – SJR Rule #s: 5.03, 5.04, 5.08, 5.21
IPC Approval Date: 08/2007
Date Revised:11/2010, 6/2021, 4/2026

Teaching faculty members must have special competencies in the fields in which they teach. Special competence is attested to by advanced study, with appropriate academic degrees and coursework from a college or university holding institutional accreditation from a USDE recognized agency. The College may accept credits and degrees from institutions located outside the United States dependent upon their US equivalency. Foreign transcripts may be evaluated by one of the credential evaluating agencies sanctioned by the National Association of Credential Evaluations Services, Inc. (NACES). In the absence of appropriate academic credentials, unique experience or qualifications must be documented and justified on an individual basis. The justification must be approved by the appropriate Vice President/AVP. The College justifies and documents the qualifications of its faculty according to guidelines published by its institutional accreditor.

Procedure 2.9: Educational Supplements and Certifications

Legal Authority – SJR Rule #s: 5.10
IPC Approval Date: 08/2007
Date Revised: 08/2016; 02/2017; 04/2017

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

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

Educational supplements available to faculty are listed in the annual salary schedule. Educational supplements are limited to one such supplement per faculty member and will be paid in accordance with the current salary schedule. Course work must be in the teaching field and/or closely related fields and must be approved in advance by the Vice President for Academic Affairs and Student Affairs/CAO. Hours beyond Master's earned prior to employment with the College will be reviewed to determine eligibility at hire date.

Procedure 2.10: College Faculty Duties - Repeal/Refer to Article 12 of CBA

Legal Authority –
IPC Approval Date: 08/2007
Date Revised: 05/2016, 08/2016, 02/2017, 11/2017; 05/2022; Repealed 11/2026

Procedure 2.11: Full-Time Faculty Employment, Contracts, Evaluation, and Termination - Repeal/Refer to Article 11 of CBA

Legal Authority –
IPC Approval Date: 08/2007
Date Revised: 02/2010; 12/2013; 04/2017; 08/2017; 04/2018; 05/2022; Repealed 11/2026

Procedure 2.12: Conduct of Classes - Repeal/Refer to Article 13 of CBA

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 05/2022; Repealed 11/2026

Procedure 2.13: Faculty and Scheduling – Repealed

Legal Authority – SJR Rule #s: 5.13
IPC Approval Date: 08/2007
Date Revised:09/2011, 05/2016, 8/2016, 04/2018, Repealed 05/2022

Procedure 2.14: Student Employees

Legal Authority – SJR Rule #s: 6.29
IPC Approval Date: 08/2007
Date Revised: 08/2018, 09/2019, 03/2024

Requests from various departments for student employees will be directed through the Human Resources Office. Assignments will be made within the limits of the budget. All requests for assignments must be approved by the applicable area vice president and forwarded to the Human Resources Office for final action. An enrolled student will be allowed to work up to twenty hours per week during a semester. Requests must be submitted and approved for each semester.

2.14.1 Student Employee Requirements

Eligible Students

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

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

Programs

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

In addition, SJR State must use at least 7% of its Federal Work Study allocation to employ students in community service jobs with at least one Federal Work Study student

employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project.

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

Finding a Job

Prospective student employees can view all positions vacancies online at sjrstate.edu/humanresources.html under the "Employment Listings at SJR State" link. Student employment positions will be listed at the bottom of the page after full-time and part-time positions. Students will apply online for vacant positions.

Departments Seeking Student Employees

The employee requesting the student employee should complete the "Request for Student Employee Position" form and forward it to Human Resources. This form is located on the College portal on the Human Resources page. If applicable, the position will be posted on the College's Job Posting website. The hiring committee will view interested students' applications online. The hiring department shall conduct interviews with the selected applicants. HR can assist with scheduling interviews. Once interviews have been conducted, the department will request that HR contact the selected student for orientation and hiring paperwork.

Student Employment Paperwork

Student workers MUST complete employment paperwork prior to beginning work. The student may make arrangements to complete the paperwork in the Office of Human Resources on the Palatka Campus. If working in St. Augustine or Orange Park, students should go to the Administration office to complete paperwork.

All student employees are required to complete FERPA/Universal Harassment within 30 days of the first day worked. The training module will be provided by the Office of Human Resources.

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

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

Student Work Hours

Students are only authorized to work during those hours when the College is open and when classes are in progress unless waived in writing by the Office of Human Resources.

Student employees are not eligible to work on holidays or College breaks such as Spring Break or breaks between terms unless specific permission is granted.

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

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

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

Under no circumstances will students be authorized to work during scheduled class time even if the class was cancelled or dismissed early. Supervisors are responsible for ensuring that students do NOT work during scheduled class time.

Additionally, if a student falls below the required registration hours (6 hours Fall or Spring; 3 hours Summer A or B), the student will be immediately terminated from student employment.

It is recommended that the student and supervisor develop a work schedule for the semester to avoid working more hours than allocated and conflicts with scheduled classes.

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

Student Employee Guidelines

- Student employees will not type, grade, or otherwise handle tests.
- Student employees who handle confidential files or information as a function of their job duties must undergo background screening by the Human Resources Office. Fingerprints are collected and submitted to the FDLE and FBI for state and national criminal history checks. These students must also have signed a confidentiality agreement with the College on file in the Human Resources Office. Additionally, students who are ages 16 or 17 must complete the “Parental Consent Form to Fingerprint Background Clearance”, signed by a parent or legal guardian, and witnessed by an SJR State Employee.
- Student employees will not work more hours than approved unless prior approval is received in writing from the Office of Human Resources.
- Student employees will not use College resources for personal reasons (telephones, computers, internet access, e-mail, printers, photocopiers, fax machines, etc.).
- Student employees are expected to report to work on time and keep an accurate record of hours worked by filling in a timesheet each day upon departure from work.
- Student employees should notify the Office of Financial Aid and the Office of Human Resources if the student drops below six (6) credit hours or completely withdraws from classes during the semester.

- Student employees should also follow guidelines established in the Student Employee Handbook which is distributed to every student employee upon commencing employment with the College. Additional copies of the Student Employee Handbook are available in the Human Resources Office.

2.14.2 Timeline for Processing Student Workers

1. Request for student worker from instructor or department-send to supervisor.
2. Approval from supervisor-send to Vice President.
3. If Vice President approves-send to HR.
4. Position Vacancy form completed and forwarded to HR.
5. Interested, eligible students will apply online for vacant student employment positions.
6. HR will list applicants on spreadsheet by name and Employee Identification Number (Generated ID#) and then make the spreadsheet available to Financial Aid in a shared folder. Notify Financial Aid that list is available for their input.
7. Financial Aid will add information such as which program FWS or SA, and applicable totals. Notify HR that input has been added.
8. Supervisor will notify HR of the student applicants for interview. HR will contact students for interviews.
9. HR will assign hours available, rate of pay and employment dates for the term. Information will be added to spreadsheet in shared folder.
10. HR will notify instructor/department (via email) of student approval, with dates of employment, number of hours per week, and rate of pay.
11. Instructor/department will contact student concerning start date and all other information.
12. Students will be notified if they need to be fingerprinted.
13. The following paperwork must be completed before students may start working:
    a. Emergency Notification
    b. W-4
    c. Acknowledgement of Receipt of FERPA/Universal Harassment Prevention Training requirement
    d. Authorization to make Deductions from Wages
    e. Authorization to Hold Paycheck
    f. FRS New Employee Certification form
    g. Student Employee Handbook Acknowledgement

h. Employee Confidentiality Agreement

i. Authorization to Obtain Background Investigation Report

j. Loyalty oath (notary available when completing I'9 form)

k. I-9 Form which must be completed before the end of the third work day in Human Resources or by the Assistant to the Executive Director at Orange Park Campus or St. Augustine Campus. (This form is only available in these locations.)

l. Information on fingerprinting if necessary for assigned position.

m. Statement concerning employment.

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

Procedure 2.15: Adjunct Faculty

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 02/2010; 05/2022

The College employs adjunct faculty on an "as needed" basis in order to meet instructional demands that cannot be met by full-time faculty.

2.15.1 Adjunct Faculty Hiring Process

Adjunct faculty must meet the same requirement for academic preparation as all faculty. The appropriate dean or director, in cooperation with the appropriate Vice President, is responsible for recommending the employment of adjunct faculty. A formal application, official transcripts, successful completion of a satisfactory criminal history/fingerprint search, and all other necessary documentation are required.

2.15.2 Adjunct Faculty Evaluation

The appropriate Academic Affairs, Workforce, or Student Affairs Dean or Director is responsible for the orientation, supervision, and evaluation of each area's adjunct faculty. Part-time faculty teaching credit courses will be evaluated by the Dean, Associate Dean, Director, or their designee during their first year of employment and then at least once every three years thereafter. All other part-time faculty will be evaluated at the discretion of the appropriate Dean/Associate Dean/Director.

2.15.3 Adjunct Faculty Handbooks

Adjunct faculty may obtain an adjunct faculty handbook from his or her department.

2.15.4 Faculty and Student Attendance

To comply with Federal Financial Aid requirements, as a minimum standard, attendance will be taken during each class meeting the first three (3) weeks of class, after the sixty percent (60%) point in the term for a duration of one (1) week, and during the final week of class.

- The specific date ranges that correspond with these times will be provided by the Director of Financial Aid for each term and session and communicated to Faculty.
- Daily attendance may be maintained at the discretion of the faculty member or at the direction of the faculty member's Dean/Director.

Attendance Census Point One: No Shows.

- At the beginning of each term, Faculty members will be asked to confirm the attendance of the students on their rosters.

- Faculty shall report "no shows" on each grade roster in MYSJRSTATE by the date provided by the Director of Financial Aid.
- Students whose names do not appear in the class roster must be referred to the appropriate office within Student Affairs and should not be permitted to attend class.

Attendance Census Point Two: First Three (3) Weeks of the Term.

- After the first attendance census point of the completion of the first three (3) weeks of class, Faculty shall submit attendance warnings in MYSJRSTATE to students who were not No Shows but have unexcused absences for the equivalent of three fifty (50) minute class sessions or one week's worth of work online.
- Faculty may continue to submit attendance warnings after this first census point as students have additional unexcused absences.
- Faculty may submit attendance withdrawals in MYSJRSTATE to students who were previously warned and then miss additional class sessions or work online (unexcused absences) and have not yet been withdrawn.

Attendance Census Point Three: Sixty Percent (60%) of the Term.

- After the second attendance census point of the sixty percent (60%) point of the term, Faculty may submit attendance withdrawals in MYSJRSTATE to students who were previously warned and missed additional unexcused class sessions or work online and have not yet been withdrawn.
- At this time, Faculty shall also submit attendance warnings in MYSJRSTATE to students who were not No Shows but have missed the equivalent of three fifty (50) minute class sessions or one week's worth of work online (unexcused) and were not previously warned.
- Instructor initiated attendance warnings and attendance withdrawals may be submitted up until the last day to withdraw in the semester as published in the Academic Calendar. Prior to this deadline, all Faculty are responsible for submitting an attendance warning and withdrawal for all students whose last date of attendance was prior to the 60% point of the term.

Attendance Census Point Four: Final Week of the Term.

- While submitting final grades, Faculty shall report the last date of attendance for students whose final course grade is D, F, or Incomplete.

2.15.5 Student Grades and Academic Progress

1. Faculty shall keep students informed of their academic progress on a regular basis throughout the term or academic session. Grades should be posted in the Learning Management System within one (1) week of each assessment being completed throughout the term. At a minimum, Faculty shall post within the Learning

Management System all student grades at four (4) critical points during Fall and Spring semesters:

a. By the fourth (4th) week of the term;
b. At mid-term. For students making below a "C" at this time, Faculty shall advise the student and/or refer the student to appropriate College resources;
c. Prior to the official withdrawal date for the course; and,
d. Two weeks prior to the end of the semester for major terms and one week prior to the end of the semester for Summer A and B terms.

2. Faculty teaching during reduced-length terms (summer, minimesters, etc.) will post mid-term grades for each student per the timelines of that session.
3. Faculty are prohibited from publicly posting student names, student identification numbers, and grades with respect to performance or conduct in a course.
4. Grades from all third-party or publisher course material sites must be transferred and recorded in the Learning Management System in accordance with the deadlines listed above.
5. Faculty shall submit final course grades according to the direction of the College Registrar and timeline established on the Academic Calendar for the appropriate part of term.
6. Faculty must retain records of final grades and last date of attendance for withdrawn students for a minimum of two (2) years. Faculty are required to keep the final examination papers or any other assessments that were not returned to students on file for two (2) years. Specific programmatic requirements may dictate some Faculty retaining student grades and other records for longer, specified, periods of time.
7. Students may appeal their grade through the appeal process, which shall involve faculty members.

2.15.6 Final Exam Week

Faculty are required to offer final examinations and/or final projects to all credit students during the scheduled final examination period. All final examinations and/or final projects must be graded by the faculty, regardless of students' grades going into the final. The final exam requirement and schedule does not apply to science laboratory courses, Limited Access programs, or reduced length terms.

Procedure 2.16: Career Service/Para-Professional/Professional Support Personnel Employment and Termination of Employment

Legal Authority–SJR Rule #s:5.35, 5.19, 5.27, 5.38, 5.16, 5.21, 5.08, 5.09, 5.11
IPC Approval Date: 08/2007; 3/9/2021
Date Revised: 02/2017; 04/2018, 03/2021; 10/2022; 04/2024

2.16.1 General Policy

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

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

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

2.16.2 Employment Procedures

As Career Service, Para-Professional, and Professional Support personnel positions become available, they will be posted and advertised on the College's electronic posting and application system. Applications for employment for Career Service, Para-Professional, and Professional Support personnel should be submitted online at SJRState.edu. Alternatively, the President may reassign or transfer an employee from within the College in accordance with the needs of the College. Promotions of employees into open positions that are not posted on the College's application system must have written approval from the President and must be documented as to reasons for not posting. When a Career Service. Para-Professional, or Professional Support position becomes open or vacant, the selection of a current employee to fill such position must not create any barriers or discrimination to other employees who meet the qualifications of the position. All considerations for such should be reviewed prior by Human Resources to determine eligibility. Interview Committees make recommendations for final consideration by the Board of Trustees. Therefore, in accordance with F.S. 286.011, interview meetings are public meetings.

Prior to approval to work, Human Resources will complete a criminal background check on all new employees. Some Career Service, Para-Professional, and Professional Support positions may require a satisfactory credit history report. In addition, all employees shall

be notified at orientation that they must complete mandatory training within 30 days of employment start date. Additional training may be required depending on the position.

New, full-time employees will be scheduled for new hire orientation at which time the required new hire employment forms will be completed. Health insurance enrollment will be completed online. All employees have the responsibility of keeping withholding exemption certificate, address, telephone number, and other such emergency information current.

All personal injuries and accidents occurring on the job or while traveling on business must be reported immediately to the immediate supervisor, the Security Office or the designated lead administrator of that campus, and the Human Resources Office. A written report should be filed with the Risk Management Office within twenty-four hours of accident and/or injury, since employees are covered by Workers Compensation. The Risk Management Office is responsible for coordinating medical services requested by the injured employee with an approved worker's compensation managed care provider.

All notifications for employment of Career Service, Para-Professional, and Professional Support personnel are made to the Board by the President.

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

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

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

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

As positions become open and available, notifications of the openings will be posted for a minimum of three (3) days on the college HR website. Permanent employees are encouraged to apply for higher positions within the three (3) days of posting. When a position is only intended for internal applicants, the posting shall include language that indicates such. Employees are not eligible for transfer until completion of the probationary period.

2.16.3 Evaluation

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

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

The annual evaluation for Career Service, Para-Professional, and Professional Support employees will normally begin on July 1 and end on June 30. The period could start at any point in the calendar but should end on June 30. Evaluations shall be completed and filed with Human Resources on or before September 1 for the preceding year.

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

The Human Resources Office will provide instructions for completing the employee self-evaluation and the evaluation no later than 30 days after the completion of the rating period.

2.16.4 Advancement

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

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

The College may reassign, transfer, or promote Career Service, Para-Professional and Professional Support personnel within the College according to the needs and best interest of the College; however, as positions become available, notifications of the openings may be listed on the college HR website. Permanent employees are encouraged to apply for higher positions within three (3) days of posting. When a position is only intended for

internal applicants, the posting shall include language that indicates such. Employees are not eligible for transfer until completion of the probationary period as specified in 2.16.2.

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

2.16.5 Salaries

The salary schedule, as approved at least annually by the Board of Trustees, will provide for the various classifications of Career Service, Para-Professional, and Professional Support personnel. The Salary schedule ranges recognize educational and professional experience. The salary schedule can be found on the College's website.

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

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

2.16.6 Outside Employment

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

2.16.7 Part-Time Employment

Non-instructional employees working in a regularly "established" position (as defined in the Florida Administrative Code of the FRS rules, section 60S-1.004), but working less than full-time, will be paid on an hourly basis for time worked and will receive benefits including Retirement, Social Security, and Medicare. Regularly "established" positions include part-time security officers and other part-time employees employed beyond 2,080 aggregate hours since date of hire or July 1, 1991. Permanent part-time and temporary part-time employees are permitted to work no more than twenty-nine (29) hours per week, except on limited occasions when approved of in advance by the employee's supervisor and,

notification to and approval from the Senior Vice President/ COO, or designee. Part-time employees employed with less than 2,080 total aggregate hours receive Medicare benefits only with mandatory participation required in the Alternate to Social Security Plan.

Part-time employees will be set up on the College's Web-Time Entry system through Banner Employee Self- Service in order to submit time worked. As a system "Approver," the employee's supervisor or designee must approve all time submitted. Tools to assist in this process, such as the College's yearly Payroll Calendar, the Employee Guide, and the Approver Guide can be found on the Business Affairs link on the SJR State Portal.

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

2.16.8 Rules of Work

2.16.8.1 Hours of Work for Career Service, Para-Professional, and Professional Support Personnel

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

2.16.8.2 Lunch and Break Periods

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

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

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

2.16.8.3 Compensatory Time

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

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

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

2.16.8.5 Compensation

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

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

2.16.8.6 Non-Exempt Personnel

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

2.16.8.7 Contract/Grant Employees

A non-exempt Contract/Grant employee who works overtime shall receive either compensatory time or payment for the overtime worked. The decision to grant

compensatory time or payment lies with the Contract/Grant project director. All other overtime policies for non-exempt personnel apply to non-exempt contract/grant employees.

2.16.8.8 Overtime

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

2.16.8.9 Authorized Hours Worked

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

2.16.8.10 Work Week

The College workweek shall be from 12:01 a.m. on Saturday through midnight on the following Friday.

2.16.9 Termination of Employment

2.16.9.1 Resignation and Termination

Employees on contract should provide written notice at least thirty days in advance of termination date. Career Service, Para-Professional, and Professional Support personnel resignations must be submitted in writing to the Director of Human Resources at least two (2) weeks in advance of termination date. Failure to do so may result in forfeiture of payout of any sick and/or vacation balances and other College paid benefits. Failure to provide sufficient notice may also affect the employee's eligibility for rehire unless extenuating circumstances preclude such notice as determined by the Department of Human Resources and appropriate Vice President. Termination of employment of Career Service, Para-Professional, and Professional Support personnel by the College may be made according to the needs and resources of the College, at the discretion of the President.

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

Termination dates during College paid holidays will not warrant the employee being paid for the holiday(s) unless the employee is retiring from the college and has given at least a 30-day notice. The official termination date will be deemed as the last working day before the holiday for employees not retiring or not giving at least a 30-day notice. The President may authorize an exception to the 30-day notice requirement.

2.16.9.2 Retirement

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

The College may award payment for unused earned sick leave to any full-time College employee at normal retirement, or to his/her beneficiary if service is terminated by death. Payment for unused earned sick leave hours will be paid upon normal retirement to any full-time College employee for up to one- half of his/her accumulated unused sick leave, but not more than four hundred eighty (480) hours.

Employees who elect to retire from employment and are eligible for accumulated sick leave pay from St. Johns River State College are required to participate in the College's 401(a) Qualified Retirement Plan for Accumulated Sick Leave Pay subject to contribution limits. Provisions of the 401(a) plan include permanent exemption of Social Security and Medicare taxes for the employee and the College for the eligible contributions. If an employee returns to work after normal retirement, they are not eligible for additional accumulated sick leave payout.

Procedure 2.17: Councils and Committees

Legal Authority – SJR Rule #s: 5.13
IPC Approval Date: 08/2007
Date Revised: 08/2009, 08/2011, 08/2012, 02/2017; 08/2018; 08/2019; 02/2022; 08/2024

2.17.1 General

All employees of the College may be called to participate in the on-going development of the College through the work of the various councils, boards, and committees. Regardless of the primary responsibility of the employee, participation in College committees and knowledge of the functioning of College groups are necessary for communication and for the welfare of all concerned.

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

Committee minutes will be taken, shared with appropriate parties, and retained for documentation. The President shall be an ex-officio member of all committees.

2.17.2 Councils and Committees

The following councils and committees are established:

2.17.2.1 President's Cabinet

The EMT meets as needed for the purpose of designing and/or developing administrative policies and procedures, addressing general college operations, and developing budget priorities and frameworks. It is composed of the President, Vice Presidents, Associate and Assistant Vice Presidents. The President is the Chair.

2.17.2.2 College Council

The function of this council shall be to provide a forum for communication regarding the administration and operation of the College. Administrative policies, procedures, and plans will be discussed. It is composed of all administrators, certain directors as selected by the President, and three faculty representatives. The President or his/her designee is the Chair.

2.17.2.3 Institutional Planning Committee

The purpose of the Institutional Planning Committee is to integrate and coordinate planning activities of the College including, but not limited to, the development of the College's Strategic Plan and College-wide goals. The Committee may also be called upon to make recommendations concerning the most efficient use of College resources, monitors annual unit plans developed from the Strategic Plan, and review both program and grant proposals for appropriate fit with the College's mission and budget. New academic programs are approved by this committee before submission for approval to the District Board of Trustees. Furthermore, the Committee develops procedures designed to implement policies approved by the District Board of Trustees. Membership of the

committee will be made up of the President, the Vice Presidents, Associate and Assistant Vice Presidents, other identified College administration, and a Faculty Representative from each campus. The Chief Operating Officer shall serve as Chair.

2.17.2.4 Academic Affairs Curriculum Committee

The purpose of the Academic Affairs Committee is to review and recommend changes to program requirements; additions and deletions to the curriculum; changes in the general education core requirements; changes to academic policies and procedures; and the effectiveness measures for Academic Affairs' program areas. The Vice President for Academic and Student Affairs will serve as chair, and membership of the committee will be made up of Academic Affairs' leadership and at least 10 faculty members representing the disciplines within Academic Affairs. The Chief Operating Officer, Dean of Advising, Assistant Vice President for Workforce Education, Associate Vice President for Student Affairs, and Vice President & Chief Institutional Research Officer will serve as Ex Officio members.

2.17.2.5 Learning Resources Committee

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

2.17.2.6 Student Affairs Standing Committees

The members of any student affairs committee are expected to perform their duties through appropriate channels and procedures. Common to all are the following expectations:

1. Committees may be convened by either the Chair or Co-Chair.
2. Judgments are to be made as objectively as possible and after all factual accounts and materials are reviewed.
3. Release of final decision is to be made only after the last appeal procedure and only by the Associate Vice President for Student Affairs.
4. Proceedings are, in most cases, considered to be confidential and committee members are expected to honor this confidentiality.

2.17.2.6.1 Disciplinary Committee

This committee will be appointed by and will meet at the request of the Vice President for Academic and Student Affairs relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of reenrollment against the student. The committee will act in accordance with procedures set forth in the disciplinary provisions contained in the student handbook. The committee shall be

composed of the Vice President for Academic and Student Affairs, up to five other full-time employees and two students. The Vice President for Academic and Student Affairs will serve as Chair.

2.17.2.6.2 Disability Accommodations Appeals Committee

This Committee is responsible for reviewing appeals from students, regarding disability accommodations. This Committee will review all disability accommodations appeals and determine if additional accommodations are needed. The student will be notified of the Committee's decision, and the Committee's decision is final. The Committee shall be composed of the Vice President for Academic and Student Affairs and four other full-time employees. The Vice President for Academic and Student Affairs will serve as Chair.

2.17.2.6.3 Scholarship and Awards Committee

This committee makes recommendations for procedures in the recruitment, publicizing, selection, and awarding of honors, awards, and scholarships among the student body. These may include, but are not limited to, the following: SJR STATE Valedictorian Award, SJR STATE Hall of Fame, applicable SJR STATE Foundation Scholarship Awards and Academic Scholarship Awards as requested from state universities and colleges. It is composed of the Vice President for Academic and Student Affairs, the Associate Vice President for Student Affairs, the Director of Financial Aid, three staff members and other full-time employees. The Vice President for Academic and Student Affairs will serve as Chair.

2.17.2.6.4 Academic Petitions - Admissions Committee

This committee will meet at the request of the chairman relative to new student admissions, or non-degree, non-high school graduates with fifteen (15) hours attempted. The cases considered will only be the exceptions to established policies of admission/registration for course work and/or college credit programs.

These cases include, but are not limited to:

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

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

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

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

2.17.2.6.5 Academic Petitions - Grade Appeals Committee

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

2.17.2.6.6 Residency Appeal Committee

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

2.17.2.6.7 Financial Aid Appeals Committee

This committee is responsible for reviewing appeals from students in the category of either financial aid suspension or maximum hours' suspension statuses. This committee reviews the appeals, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director of Financial Aid. The Director informs the students of the committee's decision; the decision of the committee is final. The committee shall be composed of the Vice President for Academic and Student Affairs and four other full-time employees. The Vice President for Academic and Student Affairs will serve as Chair.

2.17.2.6.8 Student Grievance Committee

This committee is responsible for addressing student petitions that don't fall within the scope of the Admissions, Grade Appeal, Disciplinary, Financial Aid Appeals, and Residency committees. The committee shall be composed of three full-time employees selected from the committee per appeal. The Vice President for Academic and Student Affairs will serve as Chair.

2.17.2.7 College Grievance Committee

This committee is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended; Title VI of the Civil Rights Act of 1964, as amended;

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and, the Age Discrimination Act of 1975. The committee will hear students, prospective students, employee, and prospective employees concerning grievances alleging discrimination or harassment on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status on the part of the College or any of its components. The committee will be composed of five full-time employees selected from a list of employees submitted annually to the President's Cabinet by the Chief Human Resources Officer.

2.17.2.8 Safety and Security Committee

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

Additional administrators, faculty, and staff may serve on the committee at the discretion of the Chief Financial Officer.

2.17.2.9 Workforce Committee

The purpose of the Workforce Committee is to review the curriculum within the Workforce Development Division. The committee will review program requirements, review recommended additions and deletions to the curriculum, and review the effectiveness measures for the program areas. Membership of the committee will be made up of at least six faculty members representing the disciplines within these departments as well as the Department Dean/Director. The Vice President for Academic and Student Affairs will serve as Chair; and, Ex Officio members will be the Associate Vice President for Academic Affairs, the Dean of Advising, the Assistant Vice President for Workforce Education, and the Vice President & Chief Institutional Research Officer.

2.17.2.10 Institutional Review Board (IRB)

This committee has been established to ensure that research conducted at the College or by College personnel adheres to established principles for the rights and welfare of human subjects involved in research. The role of the Institutional Review Board includes the review of research proposals involving human subjects to ensure that such subjects are adequately protected, that risks are considered and minimized, that potential benefits of the research are identified, that human subjects are voluntary participants and are properly informed of their legal rights and protections, and that research complies with established

standards and ethical principles. The IRB is composed of at least five voting members and must include both men and women, at least one member whose primary concerns are in the science areas, one whose primary concerns are nonscientific areas, and at least one member who is not otherwise affiliated, either directly or through immediate family, with St. Johns River State College.

2.17.2.11 Benefits Committee

The Benefits Committee serves to advise the College on the matter of Employee Benefits by reviewing current benefits, exploring market options, and offering recommendations for high-quality, cost-effective employee benefits. The Committee is also responsible for monitoring the sick leave pool and making determinations of eligibility. Membership of this committee includes the President, Vice Presidents, Chief Human Resources Officer, Director of Human Resources Operations and one other HR staff responsible for benefit administration. The Chief Human Resources Officer shall serve as chair.

2.17.2.12 Faculty Senate

The Faculty Senate was established to be a part of the shared governance of St. Johns River State College in collaboration with the administration for the continuous improvement of the College and the attainment of its goals. The Faculty Senate will act as a collective voice of the faculty in its participation in the operations of the College. The elected officers of the Faculty Senate shall be a Faculty Senate President, a Secretary, a Campus Chair from each campus, and a Campus Vice-Chair from each campus.

2.17.2.13 College Career Services Committee

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

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

The Committee is comprised of the Dean of Advising; the Dean of Workforce and Technical Education; the Vice President for Academic and Student Affairs; the Director of Testing; the Associate Dean of Adult Education; the Vice President for Academic and Student Affairs (ex-officio), Assistant Vice President for Workforce Education; and other select faculty and staff. The Dean of Advising shall serve as Chair.

2.17.2.14 Academic Calendar Committee

The Committee is responsible for determining the academic calendar from year to year and recommending it to the President, for approval by the Board of Trustees. The Committee is comprised of the COO, Vice President for Academic and Student Affairs, the Dean of

Florida School of the Arts, the Assistant Vice President for Workforce Education, the Registrar, the President, the Chief Financial Officer, the Chief Human Resources Officer, the Dean of Advising, the Associate Vice President for Student Affairs, and other faculty and staff. The Vice President for Academic and Student Affairs shall serve as Chair.

2.17.2.15 Academic Accessibility Advisory Committee

The responsibility of the Academic Accessibility Advisory Committee is to review institutional academic activities and practices with national accessibility laws, regulations, and recommended practices by advising the Executive Management Team on issues regarding campus academic policies and procedures addressing accessibility. The Committee will also review academic accessibility policies, practices, and services to develop strategies and recommendations for College-wide implementation; identify strategies to provide training opportunities for faculty and staff to assist the College in serving students with disabilities; review academic resources and recommend academic initiatives to improve student accessibility; and serve as a forum for discussion of academic programs and services for students with disabilities. The membership of the committee will include but is not limited to the Assistant Vice President for Learning Culture and Innovation and Dean of Academic Advising who serve as co- chairs; Vice President for Academic and Student Affairs; Dean of Learning Resources; one or more campus Disability Coordinator(s) appointed by the Dean of Academic Advising; two instructional faculty members, one representing the disciplines within Academic Affairs appointed by the Vice President for Academic and Student Affairs and the other representing the disciplines within Workforce Development appointed by the Assistant Vice President for Workforce Education; and the Coordinator of Interpretive Services.

2.17.2.16 Ad Hoc Committees

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

Procedure 2.18: Fingerprints and Criminal Background Checks

Legal Authority – SJR Rule #s: 5.21
IPC Approval Date: 08/2007
Date Revised:

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

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

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

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

Determination of the status of a current employee whose fingerprint results, or the results of other screenings and tests which may be required, disclose a criminal record or other behavior not formally disclosed on the application of the employee, will be made by the President based on information and research provided by the Office of Human Resources. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal.

Procedure 2.19: Accepting Student Internships

Legal Authority – SJR Rule #s: 5.04
IPC Approval Date: 02/2009
Date Revised:

St. Johns River State College may agree to accept internships based on the following procedure:

The institution or entity seeking approval shall submit a request for the internship executed by a representative of the institution at the dean level or above, the supervising faculty member of the requesting institution, and the intern. At a minimum, such request shall contain the following:

1. The objectives of the proposed internship
2. A description of the activities of the proposed intern during the internship
3. The responsibilities of the proposed preceptor for St. Johns River State College, including a description of how any evaluation by the preceptor will be carried out
4. The dates or semester of the proposed internship
5. A document setting forth the responsibilities of the sending institution, the supervisor of the sending institution, the intern, the preceptor, and St. Johns River State College.
6. Priority will be given to Florida residents.

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

Following the action by the District Board of Trustees on any application for an internship, the CHRO will notify all interested parties.

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

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

Part Three – General College Personnel Procedures

Procedure 3.1: Leave

Legal Authority– SJR Rule #s: 5.12, 5.12, 5.43, 5.42, 5.09, 5.34, 3.21
IPC Approval Date: 08/2007
Date Revised: 07/30/2008, 05/20/2009; 04/2013; 02/2017; 04/2017; 10/2017; 08/2018; 04/2019; 3/2021; 8/2021; 10/2022

3.1.1 Definition

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

3.1.2 General Guidelines

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

3.1.3 Application and Approval

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

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

Leave must be officially granted in advance. It cannot be granted retroactively. Sick leave and leaves made necessary by emergencies are considered as being granted in advance if the employee makes a prompt report concerning his/her absence to the person to whom the absent employee would report, preferably before the beginning of the workday.

Sick leave and/or vacation leave may be earned only while an individual is receiving a salary from the institution. Individuals on leave without pay do not earn sick leave or vacation.

3.1.4 Unauthorized Absence/Absence without Leave

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

3.1.5 Types of Leave

3.1.5.1 Administrative Leave

3.1.5.1.1 Jury Duty

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

3.1.5.1.2 Witness in Court

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

3.1.5.1.3 Witness for College in Court

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

3.1.5.1.4 Personal Litigation

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

3.1.5.1.5 Self Quarantine

Full-time employees may be granted up to 40 hours of leave annually if required by the College to self-isolate for public health and safety reasons if they are unable to do their work remotely.

3.1.5.2 Professional Leave

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

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

3.1.5.2.1 Extended Professional Leave

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

3.1.5.2.2 Sabbatical Leave

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

1. When such leave will benefit the College by upgrading the person in his/her professional area, or in an area of cross-training, or
2. When such leave will provide additional graduate study in a planned program of study, or
3. When such leave will provide educational travel opportunities that will be of value to the person in his/her role with the College.

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

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

3.1.5.3 Vacation Leave

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

possible by funding from a source outside the College (for example – state and federal grants) earn vacation leave in accordance with the "years of related experience" and "days earned per year" guidelines. However, the "maximum days payout at termination" guidelines in grant-funded positions is subject to funding which may be available within the grant. Use of vacation leave prior to separation from employment may be required, thus cash payment for vacation days upon termination may not be available for certain grant funded positions.

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

TWELVE-MONTH FACULTY AND PERSONNEL, (Grade Levels 103-122)

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

Years of Related Experience	Days Earned Per Year	Maximum Leave Accrued	Maximum Days Payout at Termination
1 – 5	12	44	30
6-10	15	44	30
10 +	18	44	30

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

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

TWELVE-MONTH PERSONNEL (Grade Levels 123-128)

Provide vacation leave as follows:

Days Earned Per Year	Maximum Leave Accrued	Maximum Days Payout at Termination
22	44	44

SENIOR MANAGEMENT CLASS (FRS) PERSONNEL (Grade Levels 129 and Above)

Provide vacation leave as follows:

Days Earned Per Year	Maximum Leave Accrued	Maximum Days Payout at Termination
30	60	60

EXCESS VACATION LEAVE

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

3.1.5.4 Military Leave

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

3.1.5.5 Personal Leave Without Pay for Administrators and Instructors

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

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

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

3.1.5.7 Family and Medical Leave

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

Eligible employees may take up to twelve (12) workweeks of unpaid leave in any twelve-month period for any of the following four reasons:

1. the birth of a child to the employee or employee's spouse
2. the placement of a child with the employee for adoption or foster care
3. the need to care for a spouse, son, daughter, or parent with a serious health condition
4. a serious health condition that makes the employee unable to perform his or her job

<u>Functions</u>

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

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

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

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

Medical Certifications

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

All medical certifications must contain the following information:

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

If the leave is intermittent or on a reduced schedule, the certification must additionally contain:

1. dates treatment is expected and duration of the treatment
2. an explanation of the medical necessity for leave on an intermittent or reduced schedule and the expected duration of the leave

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

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

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

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

3.1.5.8 Paid Sick Leave

3.1.5.8.1 Accrual

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

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

3.1.5.8.2 Use for Family Member(s)

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

3.1.5.8.3 Use for Personal Reasons

Four (4) days (thirty-two (32) hours) deducted from sick leave may be allowed for personal reasons each fiscal year (July 1 – June 30). Such leave shall be charged only to accrued sick leave and must be approved by the appropriate supervisor.

For instructional personnel, such leave for personal reasons not covered by Family Medical Leave Act, shall have the following restrictions (except when approved by the Academic Vice President):

1. No more than two (2) days (sixteen (16) hours) of leave may be taken in Fall or Spring Term.
2. No more than one (1) day (eight (8) hours) may be taken in any Summer Term.
3. Night classes cannot be missed under this policy.

3.1.5.8.4 Payout upon Retirement

Payment for a limited number of hours of accumulated (unused) sick leave upon retirement from St. Johns River State College when a full-time employee meets the following criteria:

is eligible for retirement benefits from the State of Florida's retirement system pension plan regardless of whether they are in the pension plan or the investment plan has at least ten (10) years of full-time employment with St. Johns River State College and has been an active full-time employee for the last 12 consecutive months. Employees in full-time positions prior to August 1, 2018, may be eligible for payouts based upon percentages allowed by statute.

If eligible for sick leave payout upon retirement, an employee may be paid for up to one-half of his/her accumulated (unused) sick leave, but not more than sixty (60) days (four hundred eighty (480) hours). If an employee returns to work after normal retirement, they are not eligible for additional accumulated sick leave payout. When an employee receives a sick leave payout upon retirement, all unused sick leave credit shall become invalid. If an employee terminates prior to retirement, and later becomes re-employed, his/her sick leave credit shall be reinstated. Terminal pay for sick leave accrued by employees in executive administrative management positions (President, Senior Vice President, Vice Presidents and Associate Vice Presidents) after June 30, 2001 (and for all other administrative employees – Level 125 and above – for leave accruing on and after August 1, 2018) shall be as follows:

- For sick leave accrued before July 1, 2001, terminal pay shall be made in accordance with the provision as in the paragraph above.
- For sick leave accrued on or after July 1, 2001, terminal pay may not exceed an amount equal to one-fourth (1/4) of the employee's unused sick leave or 60 days of the employee's pay, whichever amount is less.

If the employee has an accumulated sick leave balance of 120 days (60 days to be paid out) or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated leave balance as of June 30, 2001, is less

than 120 days (60 days to be paid out). Employees who are retiring and are eligible for accumulated sick leave pay from the St. Johns River State College are required to participate in the College's 401(a) Qualified Retirement Plan for Accumulated Sick Leave Pay subject to contribution limits. Terminal pay for sick leave for employees participating in the Deferred Retirement Option Program (DROP) will have an amount deposited into their account equal to that percentage for the time worked under the DROP option (see table below) multiplied by the value of the balance of the employee's accrued sick leave days. This percentage will be modified in the first year of enrollment in DROP, if the first-year amount exceeds the amount of the contribution limits. For example, an employee participating in DROP for a period of five (5) years will have Terminal Sick Leave Pay deposited as follows:

- Year 1 20% of balance of terminal sick leave
- Year 2 25% of balance of terminal sick leave
- Year 3 33% of balance of terminal sick leave
- Year 4 50% of balance of terminal sick leave
- Year 5 100% of balance of terminal sick leave

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

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

The official last date of employment may not be on a College paid holiday unless the employee is retiring from the College and gives at least a 30-day notice.

3.1.5.8.5 Reinstatement to SJR STATE Retirees

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

3.1.5.8.6 Sick Leave for Grant Positions

Employees filling positions made possible by funding from a source outside the College (for example – state and federal grants) earn sick leave with compensation at the rate of eight (8) hours per calendar month of service, or major fraction of a calendar month of service, not to exceed twelve (12) days (ninety-six (96) hours) for each fiscal year. There is no adjustment of sick leave or cash payment for sick leave upon termination. Sick leave that

has been financially supported by an external source can be credited and reinstated if an employee is rehired on a full-time basis within a period of one year following the expiration of a grant or other externally funded source.

3.1.5.8.7 Sick Leave Pool

Purpose

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

DEFINITIONS

For purposes of this procedure, the following definitions apply:

1. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires treatment by a licensed practitioner for a prolonged period that would result in loss of compensation from the college, and from which the employee is expected to recover to work again at full capacity.
2. A licensed practitioner means a practitioner who is practicing within the scope of his/her license in treating the employee.
3. The missed work may be continuous or intermittent.
4. Employees must be a member of the Sick Leave Pool in order to request and use hours from the pool.

Procedure

1. Participation in the sick leave pool shall be voluntary. Any full-time employee shall be eligible for participation in the pool, during the annual open enrollment periods only, provided that such employee has met all requirements explained herein. Open enrollment will run from April 1 to April 30 and October 1 to October 31 or the end of benefits Open Enrollment period, if later, each year. All application forms must be furnished to the Office of Human Resources by close of business at the end of the open enrollment period. The employee must have been employed full-time for one continuous year by the end of open enrollment and have accrued a minimum of 72 sick leave hours as of the last day of open enrollment. Employees paid 100% from grant or other non-college funding are not eligible to enroll in the Sick Leave Pool. The President may grant exceptions to this policy due to previous experience paid through College funds, but such exception shall not exclude the requirement of one full year of continuous full-time college employment immediately prior to filing an application.
2. Sick leave may not be advanced for the purpose of contributing to the pool. No individual may join the pool while on sick leave. Employees applying to join the Sick

Leave Pool must have worked at least 2 weeks of the open enrollment calendar month.

3. An employee requesting sick leave pool hours due to a catastrophic illness or injury is not eligible for pool hours until the employee has been under a licensed practitioner's care.
4. A member shall not be eligible to use sick leave from the pool until all of that person's accrued sick leave and vacation leave has been depleted.
5. Each participating employee shall make an initial contribution of 32 hours to the pool. The pool shall be considered depleted when the total amount of credits in the pool is 240 hours or less. Employees will be given 10 days written notice of the number of sick leave hours required for replenishment. After 10 days of written notice to the individual, contributions to replenish the pool will be automatically transferred from a member's personal sick leave account without further authorization. An employee who does not have sufficient hours to participate in the replenishment will be withdrawn from the sick leave pool. Such employee may join at the next open enrollment period for a contribution equal to that of the replenishment amount. If employee does not have sufficient hours at the next open enrollment or chooses not to re-enroll at such time, then that employee may only join in future open enrollments by meeting all requirements as any other prospective enrollee.
6. An employee who is absent while using leave time withdrawn from the sick leave pool is treated for all purposes the same as an absent employee on earned sick or vacation leave. Sick leave and vacation leave will be used as earned. An employee may choose to withdraw from the sick leave pool at any time. Once withdrawn from the pool, the employee will not be charged any hours for replenishment and will not be eligible to request hours from the Sick Leave Pool in the future. An employee who withdraws from the pool may only reenter during established open enrollment periods, contributing the same number of hours required for all other employees. He/she must also meet all other qualifications for enrollment.
7. If requesting to withdraw time because of a catastrophic illness or injury, the employee will be required to furnish a statement from the licensed practitioner treating the employee listing the general nature of the illness or injury, prognosis, and expected recovery date. Employees must complete the Physician Certification form for this purpose.
8. Any sick leave drawn from the pool by a member must be used for the member's own personal illness, accident, or injury (not for illness of spouse or dependents, nor for extenuating or personal circumstances). Pregnancy shall be an eligible disability for withdrawing leave from the pool only when complications leave the employee in a position certified by a physician as physically unable to work. Sick leave pool hours, however, may not be withdrawn due to maternity leave or for the purpose of childcare. Sick Leave Pool hours may be requested for pregnancy

complications certified by a physician that the employee is unable to work beyond six weeks past the date of birth. The sick leave pool does not cover cosmetic or reconstructive surgery unless it is the result of an injury, illness, or congenital defect. Elective surgery is excluded from sick leave pool usage.

9. In the event an employee is physically unable to complete a request to complete a sick leave pool benefits form, the College may process a form to the benefit of the employee without his/her signature.
10. A contractual employee is limited to drawing time from the pool in accordance with his/her contract. Individuals cannot utilize the sick leave pool during those times not covered by their base contract.
11. Participants receiving workers compensation payments are not eligible to receive sick leave hours from the pool.
12. A maximum of 60 days may be withdrawn by a member of the sick leave pool during any 12-month period. Sick Leave Pool hours may not be used once employee has used the maximum 80 days Sick Leave as defined in SJR State Procedure 3.1.5.8 – Paid Sick Leave. The maximum number of days a member may withdraw from the pool is 120 days within any four consecutive years of employment.
13. Termination of employment for any reason automatically withdraws an employee from the sick leave pool. A member who chooses to no longer participate in the sick leave pool must submit a written request to the Benefits Committee Chair and will not be eligible to withdraw any sick leave already contributed to the pool.
14. The sick leave pool program will be monitored by the Benefits Committee. Decisions of the Benefits Committee as they relate to eligibility to join or use the sick leave pool may be appealed only if additional documentation or a clarification of facts is available. The Benefits Committee makes the final decision in all cases.
15. Amendments to this procedure can be made by approval of a majority of the Benefits Committee and will become effective upon approval by the President.
16. The Office of Human Resources will be responsible for maintaining all records regarding the sick leave pool, including minutes and sick leave activity of each participating member.
17. In the event the sick leave pool is disbanded, all days remaining in the sick leave pool at the time of said action shall be distributed on a pro rata basis to the members of the sick leave pool equally, without regard to length of membership or previous use of the sick leave pool.

Procedure 3.2: Temporary Duty

Legal Authority – SJR Rule #s: 5.25
IPC Approval Date: 08/2007
Date Revised:

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

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

Procedure 3.3: Substitute Teachers – Repealed

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
DATE REPEALED: 05/2022 Date Revised: 05/2022

Deleted – approved at 05/10/22 IPC Meeting

Procedure 3.4: Hours of Work for Administrators

Legal Authority – SJR Rule #s: 5.13, 1.03
IPC Approval Date: 08/2007
Date Revised: 11/2026

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

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

Procedure 3.5: Educational Opportunities

Legal Authority – SJR Rule #s: 5.25
IPC Approval Date: 08/2007
Date Revised: 01/2014; 08/2015; 02/2017; 04/2017; 05/2018; 04/2019; 03/2024; 08/2024, 04/2026

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

3.5.1 Employee and Dependent Scholarship Program

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

Qualifications

1. Employees must be full-time in order for them or their dependents to be eligible for scholarships. Part- time and temporary employees are not eligible.
2. Employees must have been employed by the College for at least six (6) months before they or their dependents will be eligible for scholarships.
3. Non-exempt employees enrolling for classes during normal workday hours must register for classes related to job improvement.
4. An application must be completed, approved by direct supervisor and Vice President, and submitted to the Human Resources Department prior to enrolling.
5. A dependent is defined as one who is currently eligible to be classified as a dependent by I.R.S. definition or is the employee's spouse. The Human Resources Department will verify the status of employees and dependents prior to the processing of an application.

Scholarship Guidelines

1. Scholarships will be awarded for eligible course registration fees as defined in the College Catalog. Employees and eligible dependents must qualify for course work as does any regular student. Once the scholarship is awarded, it is the responsibility of the recipient to attend courses. Failure to attend may result in being charged for the course. Applicants who are on disciplinary or academic probation are not eligible for this scholarship program.
2. The Scholarship Program will cover registration fees for a maximum of six (6) credit hours for Fall Term, six (6) credit hours for Spring Term, and six (6) credits for the Summer Term. A total award of eighteen (18) credit hours per year may be shared between the employee and dependent(s). For qualifying students enrolling in "clock

hour" programs, the Scholarship Program will cover registration fees for up to 180 clock hours for Fall and/or Spring Terms, and up to 90 clock hours for the Summer (equivalent to the credit hours covered, but NOT in addition to the credit hours). Applicants must pay for all lab or special fees. Exceptions may be granted on a case-by-case basis by the President.

3. An employee or dependent that demonstrates unsuccessful course attempts may be ineligible to continue receiving this scholarship. Third attempts are not covered under this scholarship program. Applicants who are on disciplinary or academic probation are not eligible for this scholarship program.
4. Community Education and Continuing Workforce Education (CWE) courses are not eligible for this scholarship program.
5. Only Bachelors programs as specified on the scholarship application are eligible for consideration.
6. Unused scholarship hours cannot be accumulated from term to term.
7. Registration processes will be handled in the same manner as all other students based on earned hours.

3.5.2 Tuition Assistance Program

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

Qualifications

1. Employees must be full-time in order to be eligible to participate in the Tuition Assistance Program. Part-time, temporary employees and dependents of employees are not eligible.
2. Employees must have been employed in a full-time capacity by the College for six (6) months before they are eligible to be reimbursed through the Tuition Assistance Program.
3. Employees must submit an educational plan each year approved by the individual's direct supervisor and vice president prior to March 1st. Note: The plan must demonstrate the direct benefit to the employee and the College.
4. Education Plan Applications will be reviewed during the college budget planning process and applicants will be notified of their application status by June 30th.

Tuition Reimbursement Guidelines

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

2. Employees must be currently employed in a full-time capacity by the College at the time of reimbursement.
3. Successful completion of coursework (Grade C or better, if grade is assigned for the course) is required for tuition reimbursement. Courses commencing prior to the beginning of the fiscal year in which the application was submitted for, or for courses commencing prior to meeting parts a) and b) in the Qualifications section above, are not eligible. Employees must pay for the coursework and seek reimbursement by completing an application for reimbursement for coursework, which is available from the Human Resources Department. Courses paid with other scholarship programs are not eligible for reimbursement.

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

Procedure 3.6: Outside Employment

Legal Authority – SJR Rule #s: 5.38
IPC Approval Date: 08/2007
Date Revised: 06/2022

Employees may engage in outside employment or self-employment as long as it does not:

1. Result in any conflict of interest between the outside employment activity and the College;
2. Inhibit the employee's performance of duties and responsibilities at the College;
3. Interfere with announced departmental and College meetings. Employees are expected to attend all announced departmental and College meetings. Outside employment conflicts are not a reason to be excused; and,
4. Interfere with scheduled courses, instructional and office hours, or College service responsibilities.

Employees holding full-time faculty or exempt positions (Levels 120 and above) must submit requests for outside employment to the appropriate Vice President prior to employment for approval/disapproval. The decision of the appropriate Vice President shall be final.

Procedure 3.7: Conflict of Interest

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 04/2017; 06/2022; 3/2023

Faculty and staff shall not engage in any activity, business or otherwise, that conflicts with the proper discharge of his or her duties on behalf of the College.

3.7.1 Family Members as Students

In order to protect both Faculty members and students from real or apparent conflicts of interest, students will avoid enrolling in classes taught by their spouse, domestic partner, parent, or immediate family member.

However, in small departments or specialized programs or courses, this avoidance may not always be possible. In any case, in which a Faculty member plans to teach a class in which a related person is enrolled, the Faculty member shall seek approval from the appropriate Vice President/ Associate or Assistant Vice President prior to the class start date.

1. Should the Vice President/ Associate or Assistant Vice President agree that alternatives have been exhausted and an exception is warranted, another member of the department shall be asked to oversee evaluation of the student. The purpose of this oversight is to protect both the Faculty member and student from the appearance of bias and to maintain the integrity of the academic experience. Such oversight shall include reviewing the work of the student being evaluated and comparable work by one or more other students in the class.
2. Faculty members are not to serve as the main academic adviser to a student who is a spouse, domestic partner, parent, or other related person. Likewise, Faculty members are not to work one-on-one with related students (for example, in situations such as an honors thesis, independent study, practicum, mentoring, or an internship). Any exceptions to this policy must similarly be requested of the appropriate Vice President/ Associate or Assistant Vice President in advance.

3.7.2 Nepotism

Relatives, partners, those in a dating relationship or members of the same household are not permitted to work in the same department or be in positions that have a reporting responsibility to each other. Adjunct instructors and other part-time employees who are not evaluated or directly supervised by a relative or household member are exempt from this procedure.

1. Employees of the College may not supervise; nor recommend the appointment, employment, promotion, or advancement of any relatives, partners, those in a dating relationship, or members of the same household in or to a position at the College over which the employee exercises control.

2. A relative is defined as a spouse, parent, child, brother, sister, aunt, uncle, first cousin, nephew, niece, or grandparent; and including any step, half, or in-law relative.
3. An employment circumstance that is already in existence as of the first revision date of this procedure may continue as an exception to this procedure.
4. Individuals are expected to disclose relationships that fall within this policy to Human Resources. Disclosure should be made by persons involved in such relationships but may be made by others who are aware of such a relationship. Any doubt or question as to whether an individual who will be the subject of an employment decision could be considered a relative or closely related person within the meaning of this policy should be resolved by disclosing the relationship to Human Resources prior to making the employment decision.
5. If employees begin a dating relationship or become relatives, partners or members of the same household, those employees are required to inform human resources of the relationship. The employees will have 30 days to resolve the situation on their own. After 30 days, if the employees have not yet resolved the situation on their own, the employees' supervisors will work with human resources (HR) to determine the most appropriate action for the specific situation. This may include transfer, establishing an alternative reporting responsibility or, if necessary, termination of one of the employees.
6. The President, in writing, must approve any exceptions to this procedure. Such approval will be recorded and retained in the Human Resources Department.

Procedure 3.8: Intellectual Property Rights Procedure – Moved to 7.8

Legal Authority – SJR Rule #s: 5.46
IPC Approval Date: 08/2007
Date Revised: 04/2012, 09/2015

Procedure 3.9: Requisitioning – Moved to 4.18

Legal Authority – SJR Rule #s: 4.35
IPC Approval Date: 08/2007
Date Revised: Moved to Part Four - 08/2015

Procedure 3.10: Emergencies

Legal Authority – SJR Rule #s: 3.21, 3.22
IPC Approval Date: 08/2007
Date Revised: 05/2017; 10/2022; 1/2025; 11/2026

3.10.1 Illnesses or Injuries of Employees

1. The College employee in charge of any activity in which the illness or injury occurs, or is present and aware of the matter, should call 911 in the case of serious illness or injury, notify Campus Safety and Security immediately, or, depending on the circumstances, transport the employee to the nearest emergency medical facility by College vehicle or private vehicle.
2. In the event of illness or injury that requires immediate attention on the Palatka campus, the employee's supervisor and the Safety and Security Officer on duty should be notified immediately or no later than the conclusion of that work shift by the employee, or co-worker if necessary. At other campus locations, the employee's supervisor and the designated lead administrator of that campus should be notified during regular scheduled work hours, or the campus security be notified during evenings or weekends. Information reported should include: exact nature of the injury/illness, time of the injury/illness, severity of the injury/illness, and physical condition of the employee.
3. Once the Department of Safety and Security has been notified, the employee, coworker, or supervisor must notify the Human Resources Office of the injury/illness of the employee. Either the Human Resources office or the Department of Safety and Security will ensure the Risk Management Office is also notified.
4. College employees should not administer first aid services unless properly trained and certified. Only obvious steps such as applying a bandage or compress, covering the person, or calming and comforting the employee should be provided.
5. Employees seeking medical attention must, if possible, complete a First Report of Injury and obtain a Medical Referral form from Risk Management. The Risk Management Office will refer the employee to a Worker's Compensation Medical Provider. The employee is responsible for forwarding copies of physician reports relating to the injury/illness to the Risk Management Office and to the employee's supervisor.
6. Supervisors are responsible for ensuring that all necessary information needed for reporting purposes is provided to the Department of Safety and Security. The Department of Safety and Security will forward the required incident reports to the Risk Management Office once the investigation and related paperwork is complete or no later than 24 hours following the incident. Risk Management will report and maintain Worker's Compensation and incident reports as required by state

guidelines. Except as provided by state law, the College assumes no liability for injury, illness, or related costs.

3.10.2 Illnesses or Injuries of Students and Visitors

1. The College employee in charge of any activity in which the illness or injury occurs, or is present and aware of the matter, should call 911 in the case of serious illness or injury, notify Campus Safety and Security immediately, or, depending on the circumstances, transport the student or visitor to the nearest emergency medical facility by College vehicle or private vehicle.
2. In the event of illness or injury to students or visitors that requires immediate attention on the Palatka campus, Campus Safety and Security should be notified immediately. At other campus locations, the designated lead administrator of that campus should be notified during regular hours, or the campus security office be notified during evenings or weekends. Information reported should location of injury/illness, exact nature of the injury/illness, time of the injury/illness, severity of the injury/illness, and physical condition of the student or visitor.
3. Once Campus Safety and Security has been notified, the employee must notify the Risk Management Office of the injury/illness of the student or visitor.
4. College employees should not administer first aid services unless properly trained and certified. Only obvious steps such as applying a bandage or compress, covering the person, or calming and comforting the student or visitor should be provided.
5. Employees are responsible for ensuring that all necessary information needed for reporting purposes is provided to Campus Safety and Security. Campus Safety and Security will forward the required incident reports to the Risk Management Office once the investigation and related paperwork is complete or no later than 24 hours following the incident. Risk Management will report and maintain incident reports as required by the Florida College System Risk Management Consortium. **Except as provided by state law, the College assumes no liability for injury, illness, or related costs.**

3.10.3 Hurricanes and Disasters

Purpose

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

Definitions

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

- Phases of Warning:

- Hurricane Watch – an announcement that a hurricane poses a possible threat to specified coastal areas, generally within forty-eight (48) hours.
- Hurricane Warning – an announcement that a hurricane is expected within the specified areas within thirty-six (36) hours or less.
- Categories: Based on their intensity, hurricanes are categorized on a scale from one to five (per the National Hurricane Center) as follows:

Category	Wind Speed (mph)	Damage
One	74-95	Very dangerous winds, some damage
Two	96-110	Extremely dangerous winds, extensive damage
Three	111-129	Devastating damage
Four	130-156	Catastrophic damage
Five	> 156	Catastrophic damage

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

Crisis Management Team

The execution and direction of the Hurricane Plan will be the responsibility of the Crisis Management Team. The team will be activated by order of the President. However, much of the team members' preparation responsibilities must be accomplished prior to hurricane season.

The Crisis Management Team consists of the following members of the College's administration and staff:

1. President– Team Director
2. Senior Vice President/Chief Operating Officer
3. Vice President/Chief Financial Officer
4. Vice President/Chief Academic Officer
5. Director of Orange Park Campus
6. Director of St. Augustine Campus

7. Vice President, Chief Institutional Research Officer
8. Chief Human Resources Officer
9. Chief Information Officer
10. Director of Facilities Business Operations
11. Director of Facilities Operations Director of Campus Safety and Security
12. Assistant Director of Campus Safety and Security
13. AVP for Institutional Advancement and Strategic Communications
14. AVP for Student Affairs
15. Controller
16. AVP for Workforce Education
17. Executive Director of Thrasher Horne
18. Dean of the Florida School of the Arts
19. Athletic Director
20. Executive Assistant to the President

Principal team members are expected to delegate duties to their subordinates as necessary and may be called by the President to serve on the Crisis Management Team. However, upon notification of a hurricane warning, all non-essential employees should be permitted to attend to the needs of their families.

Specific Crisis Management Responsibilities

President:

- The President or designee will activate the Team and serve as the Team Director
- Coordinate the activities of the Crisis Management Team.
- Render recommendations to the Board of Trustees on major issues (e.g., to evacuate or not).
- Inform AVP for Strategic Communications as to decisions made and messages that will be delivered to students, faculty, and the public.
- Delegate liaison with local emergency management officials and report back time frame.
- Direct team members as to how often they should report back and where, and when.

Vice President/ Chief Academic Officer:

- Inform Team Director as to student needs and concerns.
- Suggest appropriate messages to be delivered.

- Campus Directors for St. Augustine and Orange Park
- Inform Vice President/Chief Academic Officer as to faculty needs and concerns.
- Suggest appropriate actions.

Senior Vice Presidents/ Chief Operating Officer, Vice President/Chief Financial Officer, and Vice President/ Chief Institutional Research Officer:

- Inform Team Director as to employee and student needs and concerns.
- Act as resource to the Crisis Management
- Suggest appropriate actions.

Chief Information Officer:

- Perform emergency shutdown procedures if required.
- Assess availability of infrastructure/communications, and internet.
- Establish emergency communications for President and Crisis Management Team.
- Determine and establish location of the technology command center.
- Suggest appropriate actions to re-establish technology services
- After the storm subsides establish Oracle/Banner environment to enable payroll, purchasing, and other critical Banner applications.
- Acquire/Repurpose emergency equipment, as necessary.
- Establish emergency services including communications, phones, servers, backups, and virtual desktops.
- Bring technology services back on-line in priority order.

Director of Facilities Operations/ Director of Facilities Business Operations:

- Pre-hurricane season preparation includes pre-stocking emergency supplies and testing emergency generators regularly.
- Upon activation of Crisis Management Team, test generators.
- Ensure all staff are informed of required documentation for insurance claims purposes.
- Upon notification of a “Hurricane Warning” dismiss all non-essential employees.
- Pick up and store all outside loose equipment. Board or tape essential exposed windows.
- Secure all building systems to include mechanical, electrical, propane, elevators, etc.

- If an evacuation is ordered, make all buildings as secure as possible and arrange to evacuate all personnel and students.
- After storm subsides, inspect campus and surrounding area for dangerous situations and report results to Team Director. Inspect facilities and report results.
- Resume normal schedule when practicable.

Director and Assistant Director of Campus Safety and Security:

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

AVP for Strategic Communications:

- Follow approved College Crisis Communication Plan for the College

3.10.4 Fire Emergencies

1. If a fire emergency is observed, activate the nearest building fire alarm as you exit the building. When safe to do so, dial 911 and report the fire, campus building, and exact fire location. When safe to do so, notify Campus Safety and Security so they can assist in evacuating the building. All building occupants shall immediately leave the building by the nearest posted exit. After making the evacuation notifications, contact the campus director, and the Office of the President.
2. All building occupants evacuated from the building will meet at a designated area well clear of the building. Building occupants will not return to the building until the fire department reports that the building is safe/clear, and the return to the building is approved by College Administration, Campus Safety and Security, law enforcement, or other public safety officials.
3. The Director of Facilities Operations/ Director of Facilities Business Operations, and the Director of Campus Safety and Security shall be notified of the fire emergency, so they can coordinate with fire and emergency personnel, and submit the appropriate administrative, safety, and security reports to the Senior Vice President/Chief Operating Officer.

3.10.5 Procedures for Handling Bomb Threats

1. Anyone receiving a bomb threat should immediately report the incident to the College administration, campus director, or Campus Safety and Security.
2. Based on an evaluation of the received bomb threat and consultation with internal and external resources, a determination will be made to:
    a. Search any or all parts of the campus.
    b. Allow the staff/faculty and students to remain in place while any search is being conducted.
    c. Order and "evacuation" of the affected area or campus during the search
3. All faculty/staff and students should move at least 300 feet from the building without blocking the parking lots. All designees will report to the building coordinator or alternate at a pre-determined site. If nothing has been discovered, the building coordinator or alternate will contact the President's Office that their area is clear. If something has been discovered, the Building Coordinator or alternate will contact the President's Office, who will then notify the Department of Safety and Security. After each area or room is searched, it should be locked if it is lockable.
4. Search teams will be designated and assigned the task of searching the designated areas or campus. If available, a senior staff member with knowledge about the area to be searched, and a member of Campus Safety and Security or law enforcement, will be assigned to each building to help coordinate the search effort.
5. Under no circumstances will anyone (other than designated search teams) be permitted to re-enter the buildings until the "All Clear" is given by College administration, Campus Safety and Security, or local law enforcement.
6. Once buildings have been evacuated, searched, and locked, if another threat is called in, the procedure need not be repeated unless someone has re-entered the building(s). If people have re- entered, the entire procedure must be followed again.

3.10.6 Procedures for Accidents Involving Hazardous Materials

1. For minor accidents or incidents involving hazardous materials, blood, bodily fluids, or biohazards, immediately contact a member of the Facilities Department or Campus Safety and Security for appropriate handling and cleanup.
2. In the event of a significant hazard or injury affiliated with the hazardous material spill, immediately dial 911 and Campus Safety and Security with specific location of the hazardous material spill and number of injured persons. If known, also identify the source of the spill.
3. In the event that an Evacuation is necessary, faculty, staff and students will also be notified to "Evacuate" the building using SJR State Emergency Notification System

including voice evac speakers, emergency enunciator speaker boxes, emergency telephone phone tree, and computer-based emergency message software.

4. Once evacuated, no faculty, staff or student shall re-enter the building until the "All Clear" is given by College administration, Campus Safety and Security or local emergency management official.
5. If needed, a "Triage" area will be designated by Campus Safety and Security for sick/injured persons awaiting treatment and/or transport by medical response agencies.
6. SJR State Safety and Security will cooperate and defer any hazardous material decisions to responding local, state, and federal specialized hazardous material experts.

3.10.7 Procedures for Emergency College Closing

The President is authorized to order the closure of the College facilities or any portion thereof, due to an impending or existing emergency or any unexpected circumstance deemed to require closure for the protection of life and/or property.

The President will work with the Executive Management Team to determine:

1. Time for commencement of the closure.
2. Duration and conditions of the closure.
3. Salary payment decisions for employees absent due to the closure. This may include:
    a. The circumstances substantiating payment or nonpayment of salary,
    b. Employees to be paid,
    c. Employees not to be paid,
    d. Period of time for which salary payments shall be made or abated,
    e. The amount of payments to be made.
4. Salary payment decisions for employees who are required to work during time periods when College facilities are closed.

3.10.8 Procedures for Pandemic/Epidemic Emergencies

The purpose of this procedure is to provide guidance and direction in the event of a declared pandemic or epidemic emergency.

Employee Considerations

If employees are experiencing personal issues due to the pandemic/epidemic such as those listed below, they should work with their supervisor to determine a resolution. In

addition, if the issue is health-related, the employee will also work with Human Resources regarding any leave requests or FMLA.

1. Childcare challenges
2. High-risk/vulnerable person; or, caring for someone who is in a high-risk/vulnerable category (as defined by the CDC during the pandemic/epidemic).

Daily Health Screening for Employees Before Reporting to Campus

In the event of a pandemic or an epidemic emergency, each employee should perform a self-monitoring Daily Health Screening before reporting to work on campus each workday. These procedures for daily health screening for employees may be revised in accordance with future declared pandemic/epidemic emergencies based upon Public Health guidance at that time.

If an employee has any symptoms, as defined by the CDC, he/she does not report to work. Employees must notify their supervisor and call Human Resources at 386-312-4070 for further guidance and information on leave.

Usage of Protective Personal Equipment (PPE)/Masks/Gloves, etc.

When the College determines, through guidance from the CDC and other public health agencies, that PPE is required for use while on campus or at one of the College's remote work sites, all students and employees (and other campus visitors/contractors/vendors, etc.) are expected to comply.

Exceptions to wearing PPE

There may be exceptions to wearing PPE that may be dictated by the pandemic/epidemic emergency and the need for accommodation pursuant to the Americans with Disabilities Act.

Reasonable Accommodation

Students who request a reasonable accommodation to not wear the PPE should contact the office of the Office of Student Services. Employees who request a reasonable accommodation to not wear the PPE should contact the Office of Human Resources. Individuals who are granted an accommodation and are not required to wear the PPE will be issued a document indicating such. Those individuals should carry the document with them at all times on campus. If someone comments about usage of the PPE, the individual should show the document and be excused. The document shall state the individual's name and that they are exempt from wearing the required PPE at the time. The document will be dated and signed for students by the Vice President for Academic and Student Services or designee and for employees by the Director of Human Resources or designee.

Employee/Student Illness

If an employee or student is ill during a pandemic/epidemic, the employee or student should not report to work or class – they should not come onto campus. If an employee or student becomes ill at work or while on campus, the employee or student should go home.

The college will follow guidance from the CDC and other public health agencies to determine the length of time that the employee or student should isolate before returning to work/class/campus.

Procedure 3.11: Acceptable Use of Technology Resources

Legal Authority – SJR Rule #s: 3.05, 3.06, 3.07,5.06, 6.06
IPC Approval Date: 08/2007
Date Revised: 04/2017; 08/2022; 3/2023

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

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

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

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

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

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

- College owned, operated, leased, or contracted computing, wireless, voice and data networks, networking, telecommunications infrastructure, communications systems and services, physical facilities, including all hardware, software, applications, databases, and storage media and information resources, whether they are individually controlled, shared, standalone or networked.
- Access or use of the College’s electronic resources from a computer or device not controlled and maintained by the College.
- Use of online communication tools such as social media.

3.11.1 Violation of Guidelines

The computing and network resources of the college must be used in a manner consistent with Chapter 815, Florida Statutes Computer Crimes Act and Title 18, United States Code, Electronic Communications Privacy Act of 1986. Unauthorized or fraudulent use of the college's computing resources may result in felony prosecution and punishment as

provided for in Florida Statutes, Chapter 775, Florida Criminal Code. Furthermore, e-mail and Internet use are subject to the Open Records Law [FS 119.01 (2) (a)], the Government in the Sunshine Law [FS 286.011], and Article I, Section 24, Constitution of the State of Florida.

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

3.11.2 Use of Technology Resources

3.11.2.1 Prohibited Use

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

Users must not:

1. Purposely engage in activity that may: harass, threaten, or abuse others; or degrade the performance of Information Resources.
2. Circumvent SJR State computer security measures.
3. Intentionally access, create, store, or transmit material which SJR State may deem to be illegal, offensive, indecent or obscene.
4. Use technology resources to obtain unauthorized access to files, records, data, documents, and other forms of information owned, used, processed by, or pertaining to the College or individuals.
5. Provide network services or create personal “Hotspots” from connections to SJR State technology resources.
6. Use College resources for any type of political advertising or campaigning.
7. Attempt to access any data or programs contained on SJR State systems for which the user does not have authorization or explicit consent.
8. Allow unnecessary or personal data/files to be placed in the “My Documents,” “Departmental Folders” or any other IT supported storage area. Examples could include pictures, music, movies, etc.
9. Allow use of programs or utilities that reveal or exploit security weaknesses or reveal data by circumventing established authorization procedures.

3.11.2.2 Employee Specific Rules and Guidelines

Acceptable use of technology resources by employees is use that supports and enables the effective and efficient completion of job duties, assigned tasks, or academic

endeavors. Specific rules and guidelines governing employee use include, but are not limited to those outlined below:

1. Employees should have their preferred multi-factor authentication device available any time they access college resources.
2. Employees should not read, delete, copy, modify or otherwise access any other employee's e-mail, files, or information without his or her permission.
3. Employees should not solicit funds or services, sell tickets, or distribute petitions or literature for any purpose other than official College business.
4. Employees should not waste time or engage in activities that cause the employee to be idle or non-productive during work hours. This includes, but is not limited to, game playing, excessive surfing, connecting to inappropriate non-work-related web sites, or conducting personal business.
5. Employees who are aware of violations of acceptable use or violations of related policies and procedures are required to report such activity to the SJR State Information Technology Department and/or the Chief Information Officer and/or a Vice President of the College.
6. Employees should never move computer or phone equipment. The emergency 911 system in each county in the College district is driven by the phone number and ties to a site, building, wing, or suite for physical location.
7. Employees should report to their immediate supervisor and the SJR State Information Technology Department the appearance of unusual files, requests, or login notices.
8. Employees are not permitted to allow students unsupervised access to an employee workstation for any reason.
9. Employees must not accept instructions to type "commands" into a system.
10. Employees must acknowledge and accept the College's Acceptable Technology Use procedure before access is provided to technology resources.
11. Employees are required to complete annual security awareness training.
12. Employees must cooperate in any investigation of security issues or incidents.
13. Employees may be required to complete additional training relevant to their access.
14. Employees may not input or upload any data that would not be considered Public Information into any cloud-based storage or applications, including but not limited to Machine Learning Models, Generative AI, Business Intelligence Applications, and/or other emerging technologies, unless specifically authorized by the College.

3.11.2.3 Personal Use of Technology Resources by Employees

Personal use of College technology includes access to or storage/processing of non-SJR State information, pictures, music, movies, etc. on College technology resources.

Infrequent personal use of technology resources is acceptable so long as that use does not:

1. interfere with job duties
2. supersede work responsibilities
3. cause harm to the College
4. add additional cost to the College
5. unduly burden the College's technology resources

Personal use of SJR State equipment does not extend to family members or other acquaintances.

3.11.3 Privacy, Ownership, and Monitoring

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

3.11.3.1 Privacy and Monitoring

All user activity on any SJR State technology resource is subject to logging and review. All users should have no expectation of privacy with any use of College technology resources.

Electronic files created, sent, received, or stored on any SJR State technology resource are not private and may be accessed by SJR State.

Monitoring consists of activities including, but not limited to, the tracking and review of user account logs, application logs, internet/network traffic, Email, phone utilization, file generation/modification, network/computer storage.

3.11.3.2 Ownership

Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of SJR State, are the sole property of SJR State.

All messages, files, and documents – including personal messages, files, and documents – located on SJR State Information Resources are owned by SJR State, may be subject to open records requests, and may be accessed in accordance with this procedure.

3.11.4 Accounts and Passwords

Students and staff are issued a computer account upon acceptance of a student to the College or employment as a staff member. Below are the rules and guidelines for accounts and passwords.

1. All users must have unique and individual user credentials (login and password).

2. Passwords must be treated as Confidential information, as defined in the SJR State Information Classification and Protection procedure, and should never be shared with anyone.
3. All users must have and utilize an approved multi-factor authentication device in conjunction with their college account and password.
4. Account holders are responsible for the use of their account and the security of the information for which the account provides access to. Therefore, users should never leave a computing device unattended without enabling a password protected screensaver or logging off the device.
5. SJR State requires specific rules for establishing and maintaining both passwords and multi-factor devices. SJR State reserves the right to change the password and multi-factor device requirements at any time.
6. Obtaining access to an account name or password through the negligence or naiveté of another person is strictly forbidden.
7. Administrators, faculty, students, and staff must not circumvent password rules and guidelines for the sake of ease of use, such as “remember password” features popular in today’s browsers.
8. In the event passwords are found or discovered contact the Information Technology Department and notify your supervisor.

3.11.4.1 Creating a Strong Password

Use the following guidelines to create a strong password:

- Make the password difficult to guess by avoiding passwords that are found in a dictionary.
- Use of passphrases is recommended.
- Do not use words associated with your account, such as SJR State or Vikings, in your password.
- Substitute numbers or special characters for letters (but don’t use a predictable substitution pattern). For example:
- Weloveourdog – is a bad password
- Welov3ourdog – is better, but setting a pattern of 1st letter capitalized, and e's substituted by 3’s can be guessed
- We!lov3ouRd0g$ – is far better, the capitalization and substitution of characters is not predictable as well as increasing the password length.

3.11.5 Device, Network, and Infrastructure Guidelines

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

3.11.5.1 Device Restrictions

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

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

3.11.5.2 Network and Infrastructure Restrictions

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

Students and staff must not:

1. Connect or install personal or non-College owned technology to the College network and infrastructure without prior written approval by the applicable Vice President and the Chief Information Officer.
2. Extend or re-transmit network services in any way. This means you must not install a router, switch, hub, or wireless access point to the SJR State network without written approval from the Chief Information Officer.
3. Make changes to the configuration of SJR State network devices without the approval of the Chief Information Officer and/or Information Technology System Administrators.
4. Alter network or infrastructure hardware/software in any way.

5. Intentionally or carelessly perform an act that places an excessive load on a computer or network to the extent that other users may be affected.

3.11.6 Email

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

1. In accordance with the State of Florida, chapters 119 and 257 of Florida Statutes, a copy of all messages transmitted and received via e-mail will be automatically retained by the College
2. Users must not send Confidential information, as defined in the SJR State Information Classification and Protection Procedure, via email without using encryption technologies as defined by SJR State Information Technology Department and the approval of the appropriate Data Steward or Trustee.
3. College email should not be used to send junk mail, chain letters, computer viruses, hoaxes, or other disruptive materials.
4. All messages transmitted from college computers should correctly identify the sender; users may not alter the attribution or origin of electronic mail messages or postings and may not send anonymous messages.
5. Employees may add the following statement to their College email signature to alert recipients that email correspondence may be subject to public records requests:
6. “Please Note: Due to Florida’s very broad public records law most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure or inspection.”
7. Users should avoid opening or forwarding messages or attachments received from unknown senders.
8. Postings by employees from an SJR State email address to newsgroups, list serves, etc. should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of SJR State, unless posting is in the course of educational or administrative duties.
9. Employees’ receipt of any threatening communication should be brought to the attention of his or her immediate supervisor, administrator, and/or campus security as well as the SJR State Information Technology Department/Chief Information Officer.

3.11.7 Messaging and Meeting Applications

The College has adopted the use of an online messaging platform as a means of direct communication, hosting online meetings, and managing message boards. Usage and restrictions are outlined below:

1. In accordance with the State of Florida, chapters 119 and 257 of Florida Statutes, a copy of all messages transmitted and received will be automatically retained by the College.
2. Users must not send, share, or transmit confidential information, as defined in the SJR State Information Classification and Protection Procedure.
3. Employees' receipt of any confidential information should be brought to the attention of his or her immediate supervisor and the SJR State Information Technology Department/Chief Information Officer.
4. College messaging should not be used to send computer viruses, hoaxes, or other disruptive materials.
5. The College reserves the right to remove user access and/or posts that violate college policies, create a hostile environment, or contain content that is vulgar, abusive, derogatory, threatening, or discriminatory.

3.11.8 Social Media Use

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

1. College employees who are authorized by their departments, and those serving as sponsors of student clubs and groups, may use social media to conduct college/student activity/business.
2. Contributors to the College's social media pages are accountable under applicable laws, regulations and College policies and procedures as published in the District Board of Trustees Policy Manual, Student Handbook or Operating Guidelines and Procedures Manual.
3. Postings must not contain confidential, sensitive, or proprietary information about SJR State, its students, alumni, or employees.
4. The College reserves the right to block users and/or remove posts that violate college policies, create a hostile environment, or contain content that is vulgar, abusive, derogatory, threatening, discriminatory or gang related.

5. College employees who identify themselves in social media as employees of the College must make it explicit that views expressed are not necessarily those of the College.
6. All College social media pages must adhere to each platform's terms of use and abide by SJR State's Graphic Standards Manual and SJR State's Social Media Guidelines.

3.11.9 Software Licensing

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

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

Procedure: 3.12 College Website Procedure

Legal Authority – SJR Rule #s: 3.08
IPC Approval Date: 08/2007
Date Revised: 04/2017, 03/2020

3.12.1 Purpose

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

3.12.2 Website Privacy Statement

Your privacy is important to us. This statement outlines how St. Johns River State College collects, uses or otherwise handles the information of individuals who visit the College's websites.

SJR State operates and maintains the following websites:

- St. Johns River State College
- Florida School of the Arts
- Thrasher-Horne Center
- SJR State Athletics

COLLECTION OF PERSONAL INFORMATION

When you visit our websites, our web server automatically recognizes the internet domain and IP address from which you accessed our website. In addition, we gather information regarding the volume and timing of access to our website by collecting information on the date, time and website pages accessed by visitors to the website.

Personally Identifiable Information (PIE) is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

When applying for admissions, registering for classes, filling out a request form, or responding to a survey on our sites, the user may share their PII by entering his or her name, email address, mailing address, phone number, credit card information, social security number or other details to complete their requests or transactions.

USE OF INFORMATION COLLECTED

The College may use the information in the following ways:

1. To process transactions
2. To send emails to the user or follow up with the user after correspondence

3. To personalize the user's experience and allow delivery of the type of content and product offerings in which the user is most interested
4. To improve content and navigation on our websites
5. To allow us to better serve the user in responding to customer service requests

PROTECTION OF USER'S INFORMATION

The user's personal information is contained behind secured networks and is only accessible by persons with special access rights and are required to keep the information confidential. All sensitive information the user supplies is encrypted. A variety of security measures are implemented when a user conducts a transaction, submits, or accesses their information to maintain the safety of the user's personal information. All transactions are processed through a gateway provider and are not stored or processed on our servers.

USE OF COOKIES

Cookies are small text files that a website or service provider transfers to the user's computer/device through the user's web browser. Cookies enable the collection of certain information, including the user's browsing preferences and history.

Cookies are used to help understand the user's preferences based on previous or current site activity and enables us to provide the user with improved services, navigation, and information. Cookies may also be used to help compile aggregate data about website traffic and website interaction so that we can offer better website experiences.

DIGITAL ADVERTISING

The College may use at any time remarketing/retargeting tools, or any similar advertising tool to advertise the College and its services across the internet. Remarketing will display relevant ads tailored to you based on what parts of the websites you have viewed by placing a "cookie" on your computer/device.

The cookie is used to report "This person visited this page, to show them ads/information relating to that page." Remarketing tools allow the College to customize its marketing to better suit the visitors' needs and only display ads that are relevant to them.

We may use cookies to:

1. Understand and save user's preferences for future visits
2. Keep track of advertisements
3. Compile aggregate data about site traffic and site interactions. We may also use trusted third-party services that track this information on our behalf
4. Serve ads on third-party sites based on previous visits to our site

SOCIAL NETWORKING COOKIES

If you share our content through social media (such as liking us on Facebook), those social networks will record that you have done so and may set a cookie for this purpose. If you

wish to opt-out of any of these social interactions, refer to the specific social media platform for instructions on how to do so.

GOOGLE

Google's advertising requirements can be summed up by Google's Advertising Principles. They are put in place to provide a positive experience for users. The College may use at any time Google Adwords Remarketing, Google AdSense Advertising and Google Analytics on our web sites.

Google, as a third-party vendor, may collect information regarding the user's operating system, browser, and physical location. Google may use cookies to serve ads on our site. Google's use of the DART cookie enables it to serve ads to our users based on previous visits to our site and other sites on the internet. Users may opt- out of the use of the DART cookie by visiting the Google Ad and Content Network privacy policy.

The College may implement the following at any time:

- Remarketing with Google AdSense and/or AdWords
- Google Display Network Impression Reporting
- Demographics and Interests Reporting

THIRD-PARTY LINKS

Occasionally, the College may include third-party products or services (e.g., Career Coach, College Central) on its websites. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites.

THIRD-PARTY DISCLOSURE

We do not sell, trade, or otherwise transfer to outside parties a user's personally identifiable information unless we provide the user with advance notice. This does not include website hosting partners and other parties who assist us in operating our websites, conducting our business, or servicing the user, so long as those parties agree to keep this information confidential. We may also release the user's information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

THIRD-PARTY BEHAVIORAL TRACKING

It is also important to note that we may allow third-party behavioral tracking. Behavioral tracking is an online technique of collecting and interpreting market research data from browsing sessions with the intent of customizing internet advertising to specific visitors. Marketing and advertising agencies use behavioral tracking to follow the activities of users as they surf the web.

DISABLING COOKIES and OPTING OUT

Users may choose to have their computers/devices warn them each time a cookie is being sent or choose to turn off all cookies. Users can modify or turn off cookies in their browser settings. If cookies are turned off, some features may be disabled and may make the site experience less efficient.

Users may set preferences for how Google advertises to the individual using the Google Ad Settings page. Alternatively, the user may opt out by visiting the Network Advertising Initiative Out page or by using the Google Analytics Out Browser add-on.

CONTACTING THE COLLEGE

If you have questions regarding our privacy statement, please contact our webmaster or call us at (386) 312- 4026.

Information within this privacy statement is subject to change.

Procedure 3.13: Library Services – Moved to 7.6

Legal Authority – SJR Rule #s: 7.19, 1.27
IPC Approval Date: 08/2007
Date Revised: 06/2012; 04/2017

Procedure 3.14: Library Operated Computer Labs - Repealed

Legal Authority – SJR Rule #s: 7.19, 1.27
IPC Approval Date: 08/2007
DATE REPEALED: 05/2022 Date Revised: 04/2012

Deleted – approved at 05/10/22 IPC Meeting

Procedure 3.15: Parking and Traffic Regulations

Legal Authority – SJR Rule #s: 1.03
IPC Approval Date: 08/2007
Date Revised:

3.15.1 General

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

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

or damages to a vehicle or its contents at any time it is operated or parked on an SJR STATE campus.

6. Students and employees who have a Parking Decal, but temporarily drive a vehicle without a decal, must still park in designated areas. The student or employee should notify campus security with their vehicle identification number, including make of car and license plate number. It is the responsibility of the student or employee to immediately obtain a replacement in the event of a lost or stolen tag.
7. All accidents on or adjacent to the campus are to be reported by the operator involved to the Vice President/CFO, , Director of Safety and Security, Campus Director and to local law enforcement. The Office of Safety and Security on the Palatka campus is located in the Administration Building at the east end of the north parking lot.
8. The Director of Safety and Security is designated to coordinate matters of traffic and parking. Questions of interpretation or enforcement of these rules and regulations or any concerns related to traffic and parking should be referred to the Director of Safety and Security.
9. Generally, a written warning will be issued for the first parking or traffic infraction; however, if the operator has illegally parked in a handicapped space or endangered the safety of others, much more serious action will be taken. After a student or employee has received a warning of any kind, the next infraction may result in a fine of at least $25.00. All fines must be paid within 10 days of the date the ticket is issued.

3.15.2 Parking Regulations

1. The PAC and OPC parking lots have designated and restricted parking. Students will park only in parking places designated by white parking stall lines and/or bumpers unless marked "Visitors" or "Handicapped." Faculty and staff on PAC and OPC campuses shall park only in parking spaces designated by blue parking bumpers.
2. No parking will be allowed in or adjacent to areas bordered by yellow stall lines, bumpers, or curbs.
3. Parking of vehicles with College decals is prohibited in areas marked "Visitors" or in areas of the campus other than parking lots. There will be no parking permitted in the grassy areas of the campus. Parking on the roadside is prohibited.
4. Two-wheeled vehicles must park in the areas designated for them unless otherwise authorized. The unauthorized riding or operating of scooters, bicycles, and other two, three, or four-wheeled vehicles on sidewalks or walkways is prohibited. Roller skating/blading or skate boarding is not permitted in parking lots or on sidewalks.

3.15.3 Moving Traffic Regulations

Operators must drive a vehicle at a speed that is reasonable and prudent under the conditions, not exceeding posted speed limits, and must comply with all other traffic control devices. Vehicles are to be kept under complete control and driven safely at all times.

Procedure 3.16: Legal and Insurance

Legal Authority – SJR Rule #s: 5.32, 5.14
IPC Approval Date: 08/2007
Date Revised: 06/2023

3.16.1 Legal Services for Personnel

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

3.16.2 Payroll Deductions, Insurance and Workers Compensation

College personnel are given the opportunity to have payroll deductions made for membership in organizations, College group insurance, annuity plans, and charitable contributions that are approved by the College and authorized in accordance with statute or regulation. Employees must provide appropriate documentation to the Human Resources Office authorizing the deductions. Options to participate may be elected within the first thirty (30) days from date of hire for most benefit plans. Insurance enrollment changes are permitted during the annual "open enrollment" period scheduled in October of each year.

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

3.16.3 Debts of Employees

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

Procedure 3.17: Instructional Supplies and Materials – Moved to 7.7

Legal Authority – SJR Rule #s: 4.36
IPC Approval Date: 08/2007
Date Revised:

Procedure 3.18: Public Affairs

Legal Authority – SJR Rule #s: 5.4
IPC Approval Date: 08/2007
Date Revised:

3.18.1Public Relations

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

3.18.2 Political Activities

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

Procedure 3.19: Duplicating Public Records

Legal Authority – Chapter 119 Florida Statutes
IPC Approval Date: 08/2007
Date Revised: 09/2015

1. This procedure is designed to establish a method for public access to college records and to ensure that the inspection and examination of college records by any person is properly supervised and the correct fee(s) charged.
2. "Public Records" is interpreted to include all documents, papers, letters, manuals, tapes, photographs, or other material regardless of physical form, including those originated by or received in connection with official business of this institution.
3. Non-exempt College records are public records; therefore, any person who desires to inspect and examine such records may do so at reasonable times, under reasonable conditions, and under the supervision/direction of the Senior Vice President/COO or President's designee. Requests can be made orally or in writing.

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

- 17.076(5) Direct deposit records
- 112.21(1) Employee annuity contracts and custodial accounts
- 112.215(7) Employee deferred compensation program records
- 119.071(1)(b) Sealed bids or proposals
- 119.071(1)(c) Financial statements from prospective bidders
- 119.071(1)(f) Data processing software
- 119.071(4)(a) Employee social security numbers
- 119.071(5)(b) Agency bank account and credit card numbers
- 435.09 Confidentiality of personnel background check information
- 1006.52 Student records
- 1008.345(8)(h) Student achievement tests
- 1012.81 Limited access personnel records
- 119.071(4)(b) Medical Information
- 121.031(5) Names and addresses of retirees
- 1004.70(6) Direct-support organization records
- 281.301 Security System details

4. Photocopies of public access records will be made by the college or designee as follows:
    a. Duplicated copies no larger than 8 ½" X 14" will be provided for $.15 per one-sided copy or $.20 per two-sided copy.
    b. If the nature or volume of public records requested to be inspected, examined, or copied requires extensive use of resources, a special service charge will be assessed in addition to the photocopying charges. A request

that requires an hour or more will be considered “extensive” and a special service charge will be assessed. This special assessed service charge will include the time necessary to: determine whether the public record exists or is exempt from public disclosure; locate and retrieve the records; review the records for exempt information; duplicate the records; and return the records to their appropriate files.

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

Procedure 3.20: College Marquee

Legal Authority – SJR Rule #s: 1.30
IPC Approval Date: 08/2007
Date Revised:

This procedure is intended to establish policy and guidelines for use of College marquees on the Orange Park and Palatka campuses and applies to all College departments, College activities, and external groups utilizing College facilities.

3.20.1 Orange Park Campus Marquee

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

Messages will be classified and displayed in the following priority:

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

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

3.20.2 Palatka Campus Marquee

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

Messages will be classified and displayed in the following priority:

1. College-wide safety and alert messages
2. Registration announcements and College events – e.g., athletic, and cultural events, career fairs
3. Messages pertaining to student life activities

4. External groups utilizing College facilities for events which are open to the public
5. Other requests authorized by the President

The Strategic Communications department is authorized to manage the messages for the Palatka campus digital sign and reserves the right to limit messages to content that pertains only to the College and its operations. Message requests will be reviewed for approval, and approved messages may be edited for space and contact. Requests can be made through the Strategic Communications department via email at stratcomm@SJRstate.edu.

Procedure 3.21: Employee Response to Media Inquiry

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised:

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

3.21.1 Employee Responsibility

1. When a college employee other than the President is contacted directly by a representative of the media for a comment or interview on a subject related to the employee's area of responsibility, the employee may respond to the inquiry if explicitly delegated the responsibility to speak on the College's position. In all cases the employee shall, prior to responding, attempt to:
    a. Inform his or her supervisor;
    b. Inform the Vice President of the department involved;
    c. Inform the AVP for Institutional Advancement & Strategic Communications; and
    d. Respond to the extent that the employee's response shall reflect the accurate and official position of the college on the subject matter, if such a position has been established.
2. The employee shall respond in a manner that reflects the actual facts if the inquiry involves a factual matter.
3. If an inquiry involves an answer that does not deal with hard facts and if the inquiry deals in opinions, the response should be made by the President or designated spokesperson on this matter.
4. If the employee is not cognizant of the accurate response to be made to any inquiry or if it does not relate to the employee's area of responsibility, the employee shall refer the inquiry to Public Relations for the appropriate response.

3.21.2 Public Affairs Responsibility

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

Nothing in this procedure is intended as a restraint or an attempted restraint on the expression of personal opinion by any employee of the College.

Procedure 3.22: Professional Organizations and Institutional Membership

Legal Authority – SJR Rule #s: 4.16
IPC Approval Date: 08/2007
Date Revised: 08/2018, 03/2026

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

College funds may be used to pay for institutional memberships in professional organizations and associations in accordance with State Board regulations and statutes when such membership is judged by the area Vice President to be in the best interest of the College.

Prior to the payment of any membership, the following steps must be taken:

1. A Membership Evaluation Form must be completed and submitted to the Area Vice President for approval.

2. If approved by the Area Vice President, a Membership Certification Form must be signed by a representative of the membership organization to certify the membership organization is compliant with State Board regulations and statutes.

No college funds can be used to purchase personal memberships. Where possible Institutional memberships should be in the name of the College and not in the name of an individual employee. If the membership requires the naming of an individual employee, the membership must be transferable to another named employee.

No College funds or direct support organization funds, no matter what the source, can be used to purchase membership in any organization that discriminates on the basis of race, color, national origin, sex, disability, religion, or marital status as referenced in FS 1000.05.

No College funds or direct support organization funds, no matter what the source, can be used to purchase membership in organizations that advocate for or promote Diversity, Equity, and Inclusion (“DEI”) or DEI policies that classifies individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification as defined by Rule 6A-14.0178, Florida Administrative Code.

No College funds or direct support organization funds, no matter what the source, can be used to purchase membership in organizations that promote or engage in political or social activism as defined by Rule 6A-14.0178, Florida Administrative Code.

Procedure 3.23: Beneficence

Legal Authority – SJR Rule #s: 3.26, 5.41
IPC Approval Date: 08/2007
Date Revised:

3.23.1 Gifts

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

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

3.23.2 Volunteer Service

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

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

Volunteers are not authorized to travel on behalf of the College without prior written authorization from the President or his/her designated representative.

Procedure 3.24: Access and Use of College Equipment, Supplies, and Services

Legal Authority – SJR Rule #s: 2.17, 4.13, 5.15
IPC Approval Date: 08/2007
Date Revised: 01/2011; 04/2018; 08/2020; 5/2021; 08/2022; 01/2023

3.24.1 Use of College Equipment and Facilities

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

Requests for any facilities usage must be submitted to the Business Affairs Division for presentation to the President for appropriate action.

Meetings of interest to the College and of concern to the community may be held on the College campus, provided advance approval is granted by the President or his/her designee. Speakers may express their individual opinions but may not speak for the officials of the College except to quote established policy or actions recorded in official Board minutes.

Instructors must have prior approval of their Dean, Director, or Associate/Assistant Vice President, or Vice President to use a classroom other than that scheduled for their use. College employees and currently enrolled students may use the gym facilities after properly registering with the College and during hours specified by the Athletic Director or designee. All registered participants are responsible for compliance with all facilities' Rules and Regulations. A condition for the privilege of use of the Health Center facilities is that all participants sign the Agreement to Participate Acknowledgment of Assumption of Risk, Waiver and Release (located in the office of Campus Safety and Security, PAC).

3.24.2 Access Control

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

3.24.2.1 Facility and Instructional Technology Keys/access cards

The following positions (or their designees) may request that a key or card be issued to an Employee or to a Contractor: Dean, Director, Associate/Assistant Vice President, Vice President, Senior VP, or the President. Office and Room keys and cards only require

authorization from a VP. Building and Master keys and cards require the authorization of both the Senior VP/ COO and the President.

Facility Keys - Key Request System

- Key Requests: The person requesting a key should refer to the "Key Request System Manual," located on the MySJRstate portal, for instructions on how to access the system and enter the request. The key request system is located on the MySJRstate portal.
- All keys and cards require authorization. Authorizations must be from the following people and cannot be from their designees. The following types of keys/cards require authorization from these positions:
- Room or Office - VP
- Building Master - VP and the Senior VP/COO
- Campus Master - VP, the Senior VP/COO, and the President
- Key Authorization: If the requestor is a VP or the Senior VP, then he/she will also authorize the key/card issuance. If the request is for a Room or Office key/card only (all other keys require additional authorization as indicated above), and a Vice President both requested and authorized the key/card, the Vice President may process the request directly to the person who will issue the requested key(s)/card. The Senior VP can both request and authorize Room, Office, and Building Keys/cards. All Campus Master Key requests require authorization from the Senior VP and the President. *The President can request and authorize any key/card.
- Key Issuance: Once requested and approved, keys or cards will be issued by the following: The appropriate facilities administrator at the Palatka Campus; or the designated campus administrator at the Orange Park and St. Augustine Campuses. When a key is ready for pick-up, the issuer will call the person to whom the key should be issued. Everyone who is issued a key or card should be familiar with this College Procedure, "3.24.2 Access Control."
- The person to whom the key is being issued should sign the Key Form indicating that they have received all keys issued to them. By signing the form, the person also confirms that they have read and they understand this procedure; and that failure to comply with the procedure could result in disciplinary measures up to and including termination. In addition, the person who issues the key will sign at the bottom of the Key Form. Key Forms will be retained on file for all keys issued.

3.24.2.2 Information Technology Infrastructure Access

Controlling physical access to rooms that contain technology infrastructure is important to maintaining a safe and secure digital presence. Any disruptions to this environment can have a critical impact on daily operations of the College and cause financial loss.

The College defines two types of technology spaces:

Room	Description of Room	User Responsible for Access	Granted Access
Server Room	A server room is a room used to store, power, and operate computer servers and their associated components. This room typically houses several physical servers lined up together in different form factors, such as rack mounted, or in tower or blade enclosures.	• Chief Information Officer • Information Technology Director	• Chief Information Officer • Information Technology Director • Systems Administrator
Switch Room	A room intended to house electrical switching and distribution equipment for a building	• Chief Information Officer • Information Technology Director	• Chief Information Officer • Information Technology Director • Systems Administrator • Support Specialist Technician • Pre-Approved Facilities Personnel

Server and Switch Room keys and cards require the authorization of both the Chief Information Officer and the President.

Access to Switch Rooms is limited to members of the Information Technology Department and pre-approved members of the Facilities Department. Anyone else needing to gain temporary access will be required to be accompanied by one of these members.

Due to the critical nature, access to the Server Room is limited to select members of the Information Technology Department only. Anyone else needing to gain temporary access will be required to be accompanied by one of the select members at all times. Any Misappropriation of access to these spaces, equipment, or facilities will be considered grounds for discipline and/or dismissal.

3.24.2.3 College Vehicle Keys and Usage

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

Campus Administrator in Orange Park or St. Augustine to check on the availability of a College vehicle.

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

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

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

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

If a College employee receives a traffic violation while driving a College vehicle he/she must notify their immediate supervisor and Human Resources within 24 hours of receiving the traffic violation. The first violation may result in a warning which will be placed in their employee file. The College employee will be responsible for reimbursing the College for fines billed to the College. If the College employee believes that they have not committed the offense, they may work with the College's General Counsel to contest the citation directly with the Clerk of Court in the county where the violation occurred. Any violation thereafter may result in loss of privileges in driving a College vehicle.

3.24.2.4 15-Passenger Vans

The objective of this procedure is to reduce the risk of accident and possible injury or death associated with the operation of 15-passenger vans. Risk reduction is achieved through

assurance that vans will only be operated by safe and knowledgeable drivers; that vans are in proper and safe working order; and that all passengers use passenger restraint systems when the vehicle is in operation. All 15- passenger van operators must successfully complete training prior to driving.

The cost to replace a lost or damaged key (other than a Building key or a Campus Master key) is $35.00. The cost to replace a lost or damaged access card is $5.00. For the purposes of safety and security, if at the discretion of the Director of Facilities Management and Planning or designee, it is determined that a lock must be replaced and a new key issued due to a lost or stolen key, the cost is $125.00. To receive a new key or card, the employee must follow this procedure.

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

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

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

3.24.3 Mail

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

3.24.4 Posting of Notices

All posters, signs, etc., are to be posted on bulletin boards only. No posters or signs are to be put on the walls of the buildings or on furniture. Permission for posting must be obtained from the appropriate Vice President, Senior Vice President, or Campus Administrator.

Procedure 3.25: Custodial or Maintenance Services

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised:

Requests for maintenance (repairs or moving of equipment) or custodial (cleaning) services should be forwarded in writing with the appropriate supervisory approval to the Director of Facilities. In an emergency situation, a request may be given in person or telephoned to the Director of Facilities but should always be followed by a confirming written request.

Procedure 3.26: Lost or Abandoned Property

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 05/2017

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

3.26.1 Procedure for Found Property

1. Whenever any lost or abandoned personal property is found, including cash, on any St. Johns River State College campus, the College President designates the Department of Campus Safety and Security to take initial charge of that property. Any article found on a St. Johns River State College campus should be turned in to the Campus Safety and Security Department located at the Security Office or to a Security officer.
2. The Department of Campus Safety and Security shall make a record of the lost or abandoned property including a description of the item as well as the date and location such property was found.
3. The Department of Campus Safety and Security will also make a record of any efforts to locate the rightful owner of the lost or abandoned property.
4. If the property is not claimed by the owner within sixty (60) days after it is found, the College shall dispose of or make use of the property in accordance with established policies and procedures that best meet the needs of the College.
    a. Property that is determined to have no intrinsic value is authorized to be destroyed.
    b. Property, other than cash, that is determined to have intrinsic value shall be released to the Director of Safety and Security for final disposition in accordance with current College Policy.
    c. Final disposition may include the lawful sale of the property, donation to a charitable organization or destruction as listed in 1 above.
    d. All lost or abandoned cash shall be turned over to the College business office against proper receipt to be disposed of in accordance with current College policy and procedure.
    e. Yearly, after July 1st or quarterly if necessary, due to limited storage space, property will be inventoried to dispose of those items that have been held for the 60-day minimum. List the items, categorized as “Cash,” “Donate” or “Destroy” on the *Lost/Found Items for Disposal Form*. The list should be signed by two (2) employees, then reviewed and signed by the Director. Cash

will be turned over to the Business Office as required by SJR State College policy. Property with a value shall be donated to a charitable cause as approved by the Director. Property without value shall be destroyed by trash disposal. Logs, forms, and lists shall be retained on file in the Security Office for a period of ten (10) years.

5. The rightful owner of the property may reclaim the property at any time prior to the disposition, sale, or use of the property in accordance with this section and the established policies and procedures of the College.
6. The College is not responsible for reimbursement to the owner in the event an item is disposed by any means after the 60-day period has expired, regardless of whether the College benefitted from the disposition of such item.
7. Any lost or abandoned item that is suspected to be illegal contraband shall be released to local law enforcement for disposition.

Procedure 3.27: Tobacco Free Policy

Legal Authority – SJR Rule #s: 3.35
IPC Approval Date: 08/2007
Date Revised:12/2014

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

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

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

Enforcement of this policy will depend on the cooperation of all students and employees, not only to comply with this policy, but also to encourage others to comply with the policy.

Procedure 3.28: Deferred Retirement Option Program (DROP)

Legal Authority – SJR Rule #s: 5.07
IPC Approval Date: 08/2007
Date Revised: 11/2026

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

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

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

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

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

Reemployment is not guaranteed after participation in and departure through DROP.
* DROP Retirement Date - Date the DROP period begins.
**DROP Termination Date - Date employee terminates employment after the DROP retirement.

Procedure 3.29: Grievance Policy and Procedures

Legal Authority – SJR Rule #s: 5.23
IPC Approval Date: 08/2007
Date Revised: 05/2012

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 Title IX Coordinator, Civil Rights Compliance Officer.
3. If a mutually satisfactory solution is not reached within ten (10) working days after the second step begins, the employee may submit the grievance in writing to the Senior Vice President/COO, or his or her designee, with a copy to the Title IX Coordinator, Civil Rights Compliance Officer. Before making a disposition, the Senior Vice President/COO (or his or her designee) shall discuss the grievance with the parties concerned. If the Senior Vice President/COO should be the first or second level supervisor, a designee will be appointed to assume the role of the Senior Vice President/COO.
4. If the written decision of the Senior Vice President/COO (or his or her designee) is unsatisfactory to either the employee or the supervisor, then either may, within ten (10) working days after receipt of the Senior Vice President/COO's decision, file a written notice of appeal to the President of the College, with a copy to the /Title IX Coordinator, Civil Rights Compliance Officer, 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 /Title IX Coordinator, Civil Rights Compliance Officer. 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.

Procedure 3.30: Procedure related to Fraud Prevention and Reporting

Legal Authority – SJR Rule #s: 5.21, 5.44
IPC Approval Date: 10/2008
Date Revised: 09/2015

All employees of the College are expected to demonstrate trustworthiness in their professional dealings. Fraudulent behavior by College employees is directly opposed to trustworthiness and therefore, it will not be tolerated.

Examples of fraudulent behavior include, but are not limited to, theft, lying to obtain a material benefit, embezzlement, purchasing property for personal use with College funds, inappropriate use of College property for personal use, and the use of false information to obtain a material benefit.

It is the procedure of the College that:

1. All applicants for employment with the College are required to submit to a criminal background check pursuant to SJR STATE 5.21, District Board of Trustees Policy. Criminal records are reviewed for a number of reasons; including the principle that past behavior is a predictor of future behavior. The College will closely scrutinize those applicants whose criminal records reveal convictions for fraudulent behavior to be satisfied to the extent possible that fraudulent behavior will not be repeated. This scrutiny will be particularly intense for those applicants applying for a position that as a significant part of the job description requires the handling of property, money, and other assets of the College.
2. The President working in conjunction with the Administration, external auditors, and staff, will ensure that appropriate internal controls are in place to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees. Such internal controls shall be reviewed periodically and revised, as necessary.
3. All employees of the college have an obligation to report fraud to their supervisor and/or an officer of the College. In addition, an employee may report fraud, anonymously if desired, directly to the President or other Administrator, and the College Attorney. Any employee who reports fraud in good faith shall not be subject to any recrimination or retaliation for having made the report. Further, failure to report known fraudulent actions or actions that reasonably appear to be fraudulent can be grounds for discipline up to and including dismissal. For Federal awards, internal controls and reporting will be compliant with SJR State, state and federal regulations, including (2 CFR 200.113) which requires the awardee institution to disclose, in a timely matter, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
4. All allegations of fraud will be investigated by appropriate College staff and will be reported to law enforcement if there is cause to believe a criminal offense has occurred. Employees who are determined by the College to have committed a

fraudulent act while in the course of their employment shall be subject to discipline, up to and including dismissal. Employees who are dismissed shall not be eligible for rehire.

5. If an employee is deemed to have fraudulently obtained any property of value from the College, the College shall take all reasonable steps to recover the property including but not limited to civil action or restitution under criminal proceedings. When evaluating reasonable steps, the College shall weigh the cost of recovering the property against the value of the property.

Procedure 3.31: Four-Day Summer Work Week

Legal Authority – SJR Rule #s:
IPC Approval Date: 03/2009
Date Revised: 02/2017; 01/2018

The College implements a 36-hour work week for the summer months. In order to allow more accessibility to the College, the daily work hours for the summer are from 8:00 a.m. to 5:30 p.m., Monday through Thursday. This schedule allows for a required ½-hour lunch break. College offices will be open between those times.

The number of 36-hour work weeks will be determined and announced annually.

3.31.1 Faculty

Faculty working during the four-day summer work week should plan accordingly.

For Workforce faculty who teach in clock hour programs, the four-day summer work week may not be feasible and eligibility will be determined on a case-by-case basis by the Assistant Vice President for Workforce Education.

3.31.2 Twelve-Month Employees: Career, Professional Support, Faculty & Administrative Staff

Although the College work week for 12-month employees will be 36 hours during the summer schedule, pay will not be affected.

Employee leave allocation and usage will be handled in the same manner each summer. Since leave is tracked on an hourly basis the following will apply:

- If an employee takes an entire day off, nine (9) hours will be deducted
- If an employee takes a partial day off, the actual number of hours off will be deducted
- If an employee takes an entire week off, thirty-six (36) hours will be deducted
- Each employee's leave will continue to be earned using the same formula as during the regular work year

Breaks and lunch hours cannot be saved or combined to make up for hours lost due to leaving early from work.

Compensatory time off on an hour-per-hour basis will be given to non-exempt employees who work between 36 and 40 hours in a work week, with time-and-one-half earned after 40 hours.

Overtime for non-exempt personnel must be approved in advance and should only be authorized when absolutely necessary. Approved overtime pay will be considered regular pay from 36 hours to 40 hours, with time-and-one-half paid after 40 hours.

3.31.3 Part-Time Employees

Work schedules for part-time employee will be adjusted by eliminating Friday hours unless the supervisor recommends and the Vice President approves that the number of hours worked remain unchanged.

Please direct any questions to Human Resources.

Procedure 3.32: Copyright Procedure for Employees

Legal Authority – SJR Rule #s: 3.30
IPC Approval Date: February 2009
Date Revised:

As an institution of higher learning, St. Johns River State College (SJR STATE) is dedicated to providing quality educational programs and services to it students through the formation, discovery, and dissemination of knowledge. SJR STATE recognizes that the copyright holder has an exclusive right to their copyrighted works but that the use of copyrighted materials is sometimes necessary to further enhance the teaching, research, and scholarship activities of its faculty and staff.

All SJR STATE employees are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and the TEACH Act, and to act in good faith when using copyrighted materials to support educational and research activities.

Copyrighted material includes text, music, videos, games, movies, and software. Employees who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from SJR STATE.

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work)

SJR STATE employees are permitted to use certain exemptions to the copyright law which prevent copyright violations and allow many beneficial activities to proceed. These include Fair Use and the TEACH Act, which allow, under certain conditions, the use and copying of copyrighted material for education and research. For use that falls outside the scope of Fair Use and the TEACH Act, faculty must secure permission or alter delivery plans.

3.32.1 Fair Use

The Fair Use limitation allows SJR STATE faculty and staff to copy, view, display, and distribute copyrighted materials for classroom use without seeking permission.

Even legitimate copies of films or videos may be legally shown as long as they are part of face-to-face instruction. Fair Use of copyrighted materials is not automatic. These four factors must be considered on a case-by-case basis to determine if the use is fair:

1. Is the purpose and character of the use educational or commercial?
2. Is the nature of the work factual or creative?

3. What is the amount and substance of the work to be used?
4. Will use affect the market value of the work?

Fair Use does not allow a work to be copied repeatedly term after term without permission. Fair use applies to all copyrighted works regardless of the media in which they are fixed: print, electronic, or multimedia. Educators may also want to consider the Fair Use Guidelines for Educational Multimedia when creating multimedia projects.

3.32.2 Works in the Public Domain

SJR STATE employees do not have to obtain permission for copyrighted works that are in the public domain (i.e., publications dated 1922 or earlier), freeware, data or fact compilations, ideas, most U.S. government documents, and works published before January 1, 1978, that do not have a copyright notice or for which the copyright has expired.

3.32.3 Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) enacted in October 1998, amended the Copyright Act, by adding specific provisions relating to digital content. The DMCA enforces laws to prevent the circumvention of software or other technological locks that give copyright holders the right to control access, print, download, copy, or further distribute their digital works. Under DMCA, it is a civil and criminal offense for anyone to circumvent anti-piracy measures in software, to disseminate software or other copyrighted digital material without permission, or to manufacture code cracking devices. Fair Use is not a defense to the criminal act of unauthorized circumvention.

Distributing copyrighted materials over the Internet for which the faculty or staff member does not have permission is a violation of the DMCA. It is illegal to download music, games, or videos through peer-to- peer file sharing programs without permission or to use such types of software on the college's network. The recreational downloading of copyrighted materials is a violation of both federal law and college policy. This law is enforced by federal investigators and by the owners of copyrighted materials.

As a non-profit educational institution and an Internet Service Provider (ISP), SJR STATE is afforded some protection of civil liability if a faculty or staff member commits an infringement. In order to limit its liability, the institution will:

- take measures to protect against unauthorized access,
- devise a reasonable way to limit unauthorized dissemination after access has been acquired,
- only acquire lawfully produced copies of copyrighted works for performance or display,
- designate the college Attorney as SJR STATE's Copyright Compliance Agent to receive reports of copyright infringement,
- register the agent's name and address with the Copyright Office, and,

- have a posted Copyright Policy and educate faculty and staff about copyright and comply with any "take down" requests on material that has been infringed.

SJR STATE abides by the provisions of DMCA, which requires a prompt response to claims of copyright infringement by copyright holders or their agents. If a faculty or staff member willfully infringes while teaching, studying, or conducting research, SJR STATE will not be held liable and additional disciplinary action will occur.

3.32.4 Technology, Education and Copyright Harmonization (TEACH) Act

The Technology, Education, and Copyright Harmonization (TEACH) Act was enacted in November 2002, as an amendment to the Copyright Act of 1976. Found in section 110(2) of the Act, it covers distance education as well as face-to-face teaching which has an online, hybrid or broadcast component. At the institutional level, SJR STATE has in place the necessary technological provisions for faculty and staff to take advantage of the TEACH Act. At the teaching level, considerable responsibility is placed on faculty and staff who must comply with all criteria of the TEACH Act if they wish to take advantage of the exemption. If the TEACH Act does not apply, faculty and staff must consider Fair Use, seek permission, or use an alternate item or method of delivery.

To comply with the TEACH Act's provisions, the institution, faculty, and staff will appropriately apply each criterion to the performance or display of electronic material placed within courseware maintained by SJR STATE before using the exemption:

- SJR STATE is an accredited nonprofit educational institution.
- SJR STATE has a policy regarding copyright.
- SJR STATE provides information and materials that promote and describe U.S. copyright laws.
- The amount of a copyrighted work performed without obtaining a license depends on the type of work:
- An entire non-dramatic literary and musical work may be performed.
- Only a limited and reasonable portion of other works such as audiovisual works and motion pictures may be performed. These works may not be performed in their entirety without a license.
- Display of copyrighted works such as graphics, photographs, short poems, etc. in the online classroom must be comparable to that typically displayed in a face-to-face classroom.
- The works used are not part of textbooks, course packs, or other materials in any format that are typically purchased or acquired by students for their independent use and retention.
- The work performed or displayed is at the direction of or under the actual supervision of the instructor.
- The work is part of systematic mediated instructional activity and is an integral part of the class session.

- All copies transmitted are lawfully made or acquired.
- The transfer of a work in analog format to digital format is limited to what is "reasonable and necessary" to meet the course objective with no digital version available to the institution or if available contains technological measures that prevents its lawful use in the course.
- No portion of a work produced or marketed solely for online instruction is performed.
- SJR STATE provides information and notices to students that copyrighted materials may be utilized in a course. Faculty must place the following notice prominently within each course site and/or on each course syllabus:
- "The materials on this course Web site may be subject to copyright protection and are only for use by students enrolled in this course for purposes associated with this course and may not be retained or further disseminated."
- SJR STATE will transmit performances and displays of copyrighted materials only to currently enrolled students in the course.
- SJR STATE will take reasonable technological measures to prevent retention and/or dissemination of copyrighted electronic works for longer than the prescribed time period, normally a single class session.
- No SJR STATE employees will interfere with technological protections taken by copyright owners.
- SJR STATE will utilize authentication technology to restrict access to copyrighted materials placed within the course.
- Copyrighted images and graphics will only be made available in a format that limit printing and saving.
- Copyrighted electronic materials such as video and audio will be streamed to avoid the downloading and saving of the file or control of the content is maintained via passwords or time limits applied to the internal hyperlink or folder access.

3.32.5 Obtaining Permission

If an SJR STATE employee wants to utilize a work that is protected by copyright and the use of the work is not a "fair use" and no statutory exemptions apply to the use of the work, then permission must be obtained from the copyright owner or one of the organizations that obtain permission before the work can be used. If one is unsure whether or not permission is needed, or if needed but is not yet received, the work cannot be used. Infringing on the owner of a copyrighted work may subject the employee and SJR STATE to legal action, including but not limited to being forced to stop using the work and/or paying financial penalties.

3.32.6 Training

The Open Campus Department, the Library and the Instructional Technology Department will coordinate and provide training on Copyright, Fair use, the Digital Millennium Copyright

Act, and the TEACH Act. Proper use of the College's computer network, software and e-mail is posted on the College's Web site in MYSJR STATE. There are also links to copyright tutorials and information about copyright on the College Library's Web page. All SJR STATE faculty and staff are expected to avail themselves of the training so they are able to adhere to all laws regarding copyright.

3.32.7 Faculty and Department Web Pages

- Performances and displays of copyrighted materials not created by employees should not be available on a faculty or department Web page unless:
- Permission from the copyright holder has been obtained,
- SJR STATE has a license that permits such use of the work, or
- the Web page is password protected and available only to students currently enrolled in the class.

To avoid a copyright issue, it is preferable that the faculty or staff member link to content found on an open and free Web page or in a subscription database obtained by the library.

Procedure 3.33: Reporting Substantive Changes to SACSCOC

Legal Authority – SJR Rule #s: 3.32
IPC Approval Date: 11/2012
Date Revised: 11/2018, 5/2021, 9/2021, 4/2026

3.33.1 Definition and Responsibility

A substantive change is defined by SACSCOC as a "significant modification or expansion of the nature and scope of an accredited institution." Substantive changes, including those required by federal regulations include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging/consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs (i.e., credentials) at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (includes degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. §668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.

- Adding each competency-based education program by direct assessment.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which the institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
- Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

Other substantive change requirements, including those required by federal regulations include:

- An institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.
- An institution is responsible for always maintaining compliance with Standard 14.2 (Substantive Change) of the Principles of Accreditation and with the Substantive Change Policy and Procedures and related policies, viz.,
- Advertising and Student Recruitment;
- Credit Hours;
- Direct Assessment Competency-based Educational Programs;
- Distance and Correspondence Education;
- Dual Enrollment;
- Merger/Consolidation, Acquisition, Change in Ownership, and Change of Governance, Control, Form, or Legal Status; and
- An institution is required to have a written substantive change policy and procedure. It must be approved through institutional processes and published in institutional documents accessible to those affected. The purpose of the institution's substantive change policy and procedure is to ensure all substantive changes are reported to SACSCOC in a timely fashion as required by Substantive Change Policy and Procedures. Institutions are responsible for implementing and enforcing their substantive change policy and procedure.
- An institution's fiscal and administrative capability to operate off-campus instructional sites is assessed when a new site is reviewed for approval and as part of reaffirmation and fifth-year interim reviews.
- A new off-campus instructional site is subject to a substantive change committee visit. A committee visit, when necessary, is authorized when a site is approved. The committee visit ensures the site has the personnel, facilities, and resources identified by an institution in its application or prospectus and ensures the quality of instructional and support services offered at the site.

- Different or additional requirements apply to an institution on SUBSTANTIVE CHANGE RESTRICTION. Restriction applies if an institution has been placed of Warning, Probation, or Probation for Good Cause over the prior three academic years, or in an institution is under provisional certification for participation in federal financial aid programs.
- An institution is required to submit an institutional contingency teach-out plan to SACSCOC within 30 days of notification if the institution is placed or continued on Probation or Probation for Good Cause, or if the institution meets conditions enumerated in the procedures section of the SACSCOC Substantive Change Policy and Procedures document originating from the U.S Department of Education or state authority.
- Numerous changes: Numerous substantive changes may accelerate an institution's next reaffirmation of accreditation. Accelerated reaffirmation may be triggered by, but not limited to,

• A significant change in the number of off-campus instructional sites including branch campuses;
• A significant change in the number of programs
• A significant change in enrollment, and
• Frequent mergers/consolidations or acquisitions.
https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf

It is the responsibility of St. Johns River State College through the President and the College's Accreditation Liaison to follow the substantive change policies and procedures of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes abiding by the specified notification requirements, timeline requirements, and prior approval requirements. Timelines for contacting SACSCOC can be as much as 12 months prior to implementation and many substantive changes require approval from SACSCOC before they can be implemented by the College. Please consult the SACSCOC Web site for the most current documents related to substantive change types and reporting timelines.

3.33.2 Reporting Substantive Changes

1. Any possible substantive change should be immediately reported to the College's Accreditation Liaison to determine if the proposed change is a substantive change as well as noting the relevant timeline for reporting such a substantive change. Departments should familiarize themselves with the substantive change policy document posted on the SACSCOC Web site. This document classifies substantive changes into three categories: (1) Institutional Changes; (2) Program Changes; or (3) Off-campus Instructional Site/Additional Location Changes. Each particular change within a category has information about whether it requires approval (and by whom) or notification and whether the particular substantive change is subject to substantive change restriction.
   sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf

2. Once a proposed change is determined to be a substantive change, the Accreditation Liaison will work with the relevant department in crafting relevant documents such as teach out plans, prospectuses, or level change applications.
3. The Accreditation Liaison will create a new substantive change request in the SACSCOC Institutional Portal and respond to all requests for information during the substantive change review.
4. The Accreditation Liaison will maintain a file of all submitted substantive changes.

3.33.3 Submission Deadlines for Substantive Changes Requiring Approval before Implementation

These depend upon whether the approval is by the full SACSCOC Board of Trustees (e.g. Level Change to a Higher Level, Competency-based Education by Direct Assessment, Off-Campus Instructional Site by Extensive Review, etc.), by the Executive Council of the Board (e.g. Program Closure, Off-Campus Instructional Site Closure, etc.), or by Senior Staff (e.g. New Program, Program Length Change, etc.).

1. Approval by the full Board of Trustees
    a. March 15 for review at June meeting
    b. September 1 for review at December meeting
2. Approval by the Executive Council of the Board of Trustees
    a. January 1 for changes to be implemented July 1 through December 31 of same calendar year
    b. July 1 for changes to be implemented January 1 through June 30 of subsequent calendar year
3. Approval by Senior Staff
    a. Year-round
4. Notification Only
    a. Prior to implementation
5. Closure of a site, program, program at a site, or delivery method option
    a. Teach out plan submitted as soon as possible after decision is made to close where closure refers to “stop admitting students.”

3.33.4 Safeguards to Ensure Timely Reporting of Substantive Changes to SACSCOC

1. Since the College’s Accreditation Liaison takes the lead in reporting all substantive changes this person will serve on the Institutional Planning Committee (IPC) which endorses all new program development.

2. The College's Accreditation Liaison will serve as an ex-officio member of the Academic Affairs Curriculum Committee and the Workforce Committee. These committees are responsible for reviewing curriculum within their areas of purview.
3. Notification to the Accreditation Liaison that program changes are planned prior to their implementation through:
    - Completion of a "New Program Check-Off Sheet" that makes specific reference to the possibility of a potential substantive change
    - Completion of a "Program Discontinue Check-Off Sheet" that makes specific reference to submitting a teach out plan to SACSCOC
4. Annual meeting of the Accreditation Liaison and the Director of Dual Enrollment to monitor course offerings on high school sites and plan for expansion of dual enrollment. This includes ensuring that all Off Campus Instructional Site (OCIS) designations are correct in the SACSCOC Institutional Portal. Any increases in the percentage of instruction at a site will be submitted in accordance with SACSCOC substantive change procedures.
5. Review of the final draft of the annual College Catalog by the Accreditation Liaison for potential unreported substantive changes before it is approved by the District Board of Trustees.
6. Periodic briefings and updates on substantive change policies and procedures by the Accreditation Liaison. This will include updates on the percentage of program credits earned at off-campus sites and/or method of program delivery.

Failure to comply with SACSCOC's Substantive Change Policy and Procedures subjects the College to serious consequences. For example, failure to secure approval, if required, could lead to possible loss of title IV federal funding and place the institution in jeopardy with the U.S. Department of Education. Moreover, non-compliance with the Substantive Change Policy and Procedures could result in the SACSCOC Board of Trustees placing the College on sanction, or lead to removal from membership.

Procedure 3.34: SJR State IT Security Incident Response Procedure

Legal Authority – SJR Rule #s: 3.05, 3.06
IPC Approval Date: May, 2013
Date Revised: 03/2023

An IT security incident is defined as an event that impacts or has the potential to impact the confidentiality, availability, or integrity of SJR State IT resources. Standards, procedures, and guidelines regarding IT security incident response are included in this document. Specific procedures vary depending on the type of incident, but all procedures include the following steps:

1. Discovery
2. Documentation & Communication
3. Notification
4. Investigation
5. Resolution
6. Closure

In order to coordinate the response to, and resolution of, IT security incidents, SJR State has established an incident response team. The SJR State Incident Response Team (SIRT) is led by the Chief Information Officer (CIO) and/or their designee(s). SIRT is composed of IT security staff reporting to the CIO, and others as appropriate for the incident. The full SIRT team will be identified by the CIO and Chief Institutional Research Officer (CIRO).

SIRT:

- Has primary authority in response decisions for SJR State IT security incidents.
- Coordinates incidents from discovery through resolution and closure.
- Assesses threats to IT resources.
- Determines vulnerabilities of IT resources.
- Processes IT security complaints or incidents reported by others.
- Alerts campus IT workers of active threats.
- Alerts Risk Management Department if determined to be cybersecurity risk.

The following list describes responsibility for each step in the typical incident response process:

1. SIRT maintains systems to discover security incidents involving IT resources.
2. SIRT documents IT security incidents in a tracking system.
3. SIRT sends notifications to the appropriate constituents identifying the type of incident.
4. SIRT must contain the incident as soon as possible.

5. SIRT must investigate and update the tracking system with details of the investigation.
6. SIRT, using details from the investigation, determines incident severity.
7. SIRT must update the tracking system whenever any action, plan, decision, or discussion occurs.

3.34.1 Common Incident Response Procedures

Discovery

The SJR State Incident Response Team assesses threats to IT resources. When a threat is discovered, it is documented, and IT staff are alerted. When possible, IT resources are assessed for vulnerability to the newly discovered threat and appropriate contacts are notified.

Documentation and Communication

All College Staff must report all suspected incidents to the IT Department immediately. Upon receiving notification, or detecting an incident, the CIO must determine the nature and scope of the suspected incident. The CIO or his/her designee will prepare a written risk assessment of the incident. This assessment should include, at a minimum, the following:

- Scope of the incident.
- Details of incident and investigation.
- Recommendation for additional actions indicated.

This assessment will be provided to the CIO as soon as possible. The CIO & CIRO will then determine additional actions necessary to resolve and manage the risk incident for the College. If necessary, the CIO and CIRO will notify additional administration of the College, VP for Legal Affairs/General Counsel, the Chief Business Officer, the Security Department, and outside agencies, as necessary.

All actions taken shall be documented, in detail. Notifications shall be sent as necessary to all involved constituents.

Investigation

Investigation includes analysis, identification, prioritization, evidence collection, and retention.

If the incident involves law enforcement, secure evidence without reviewing additional content. Network hardware, software, or data may be considered evidence. Care must be taken to preserve evidence. A public records request, subpoena, warrant or other official request must be issued before data is released to law enforcement. Using the investigation details provided, SIRT classifies incident severity.

1. If forensic evidence is needed for law enforcement (see Summary Response Procedures for Incidents Involving Law Enforcement), an image of the compromised host must be retained. Email and any other relevant evidence must also be retained.

2. If the method of compromise is unique or cannot be determined, evidence should be retained to aid in analysis of the incident.

IT Staff must investigate vulnerabilities identified in notifications. IT staff must research all applicable security resources to determine the appropriate remediation. The CIO should bring all resources necessary, including outside assistance and consultation.

Resolution

The SIRT should clean and restore the data and availability of the affected system and return the system to normal operations. If necessary, the system should be cleaned, restored from backup, appropriate patches should be applied, and server hardening should be performed to prevent future incidents. Once the system is returned to normal operations, SIRT should perform a backup of the system and then monitor the system for a reoccurrence of the incident. All actions taken shall be documented, in detail, in the Outage/Incident section of the IT Help Desk.

Closure

The CIO and CIRO will review all materials and interview those necessary to determine if additional actions need to occur. In the event that additional actions are necessary, communication(s) will be sent to relevant constituents providing information as necessary about the issue, its correction, and any changes necessary due to the event or its resolution.

3.34.2 Incident Response Procedures for Compromised IT Resources

Examples: attack/exploit, backdoor or trojan, denial of service, malware, unauthorized access

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- IT resources engaged in active attacks against other IT resources must be contained immediately.
- Unless further investigation requires unrestricted access, all other compromises must be contained as soon as possible, but no later than the same business day in which the notification is received.
- Compromised hosts must be assessed.
- Identify source as appropriate, including user, host, or other resource.
- In particular, if passwords have been compromised, they must be reset and changed by the users once the system has been secured.
- Remedial actions may include users being assigned additional security training appropriate and proportionate to the severity of the incident.

3.34.3 Incident Response Procedures for Copyright Infringement

Examples: unlicensed movies, music, or software.

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- Any formal Digital Millennium Copyright Act (DMCA) complaints received directly from a representative of the copyright holder should be referred to the CIO and/or the VP for Legal Affairs/General Counsel.
- Upon receipt of a complaint, the CIO and/or the VP for Legal Affairs/General Counsel. will examine the notice of copyright infringement to determine whether it contains the elements required by the DMCA.
    1. Identification of the copyrighted work claimed to have been infringed.
    2. Identification of the material that is claimed to be infringing and that is to be taken down or disabled, and information "reasonably sufficient" to enable the service provider to locate the materials.
    3. Information "reasonably sufficient" to enable the service provider to contact the complainant.
    4. A physical or electronic signature of a person authorized to act on behalf of the owner (i.e., the copyright owner or its licensee) of the right that is alleged to be infringed.
    5. A statement that the complainant has "a good faith belief" that use of the material in the manner complained of is not authorized by the copyright owner, the owner's agent, or the law.
    6. A statement that the information in the notification is accurate and that, under penalty of perjury, the complainant is authorized to act on behalf of the copyright owner.
- SIRT will ensure that public access to the material targeted by the complaint is disabled as quickly as reasonably possible.
- SIRT will ensure that the person believed to be responsible for the alleged infringing distribution of copyrighted material is notified of the complaint, and of the action taken to remove access to the material. The person must be given an opportunity to contest the removal of the material if they believe the complainant has misidentified it or if the material is lawful.
- If the material in question is not legally possessed by the person believed responsible for making it publicly accessible, SIRT will ensure that the material is removed from the system on which it was found.
- If the person responsible for distributing the material is a student, forward the matter to the Office of Student Affairs.
- If the person is an employee, notify the appropriate supervisor and Vice President.

3.34.4 Incident Response Procedures for Violations of the Acceptable Use of Computing Resources Policy

Examples: excessive or disruptive use, complaint, spam, inappropriate content, suspicious activity.

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- Acceptable Usage violations must be contained immediately. Unless further investigation requires unrestricted access, all other violators must be contained as soon as possible, but no later than the same business day in which the notification is received.
- Containment can be achieved by immediately disconnecting the user from the network, revoking user access, or other means as appropriate.

3.34.5 Incident Response Procedures for Suspicious Activity

Examples: sweeps, scans, unusual connections, excessive bandwidth consumption

All common incident response procedures should be followed. In addition to the common incident response procedures each type of incident may cause additional information or actions. Below are additional considerations for this type of incident.

- Suspicious activity should be contained as appropriate until the investigation is complete or the incident is resolved.
- Containment can be achieved by immediately disconnecting the resource from the network, revoking user access, or other means as appropriate.
- Suspicious activity must be resolved as soon as possible, preferably the day of the notification.
- Refer to the Incident Response Procedures for Compromised IT Resources if the suspicious activity is found to be a compromise of a resource.

3.34.6 Additional Incident Response Standards, Procedures, and Guidelines

Critical IT Resources Standard

IT resources are vital to the function of SJR State. They might store sensitive data, confidential data, or data protected by law. Critical IT resources may need special consideration with respect to risk assessment, service interruption, and notification.

Incident Tracking Standard

All security incidents involving SJR State IT resources must be tracked. The incident tracking system is intended to monitor progress toward incident resolution and to store

data that can be used for incident trend analysis. Security incident tickets contain the following information, but are subject to change:

1. Contacts: A list of all contacts notified about the incident.
2. Diary: Incident details must be recorded each time the ticket is updated.
3. Filter: Relevant information about filters associated with an incident are tracked.
4. Incident status
    a. New: Opened, but not assigned to individual
    b. Assigned: Responsibility assigned to individual
    c. Contained: Threat is contained usually via some form of access restriction, but incident is not fully resolved.
    d. Dormant: Contacts did not respond and no further activity was observed for one month.
    e. Resolved: All appropriate actions have been completed.
    f. Closed: SIRT concurs that the incident is resolved.
    g. False Positive: Erroneous ticket.
5. Incident severity classification
    a. Class 3: Any of the following.
        i. Critical Data
        ii. Involves serious legal issues
        iii. Service disruption impacting institution
        iv. Active threat
        v. Widespread
        vi. Public interest
    b. Class 2: Not Class 3 and any of the following.
        i. Sensitive Data
        ii. Involves less serious legal issues or potential for legal issues
        iii. Service disruption impacting unit or potential for disruption impacting institution
        iv. Potential for threat
        v. Somewhat widespread
        vi. Potential for public interest
    c. Class 1: Not Class 3 or Class 2.

        i. Unrestricted Data
        ii. No legal issues
    d. Class 1: Not Class 3 or Class 2.
        i. Unrestricted Data
        ii. No legal issues
        iii. No potential for service disruption impacting institution
        iv. No threat
        v. Not widespread
        vi. No public interest
6. Incident type
    a. Vulnerability
    b. Compromise/Attack
    c. DMCA violation
    d. Acceptable Use violation
    e. Suspicious activity
    f. Other
7. Operating systems of host
    a. Windows
    b. Macintosh
    c. Unix
    d. Unknown/Other

Incident Severity Classification Guidelines

Incident severity classifications are described below. Severity classifications are used for incident trend reporting. If there is any doubt about the classification of an incident, the higher severity classification should be used. Incident classifications may be changed at the discretion of the CIO. The following criteria are evaluated to determine incident classification.

1. Data classification
2. Legal issues
3. Magnitude of service disruption
4. Threat potential
5. Scope

6. Public interest

To determine the severity classification for the incident tracking systems, IT staff are asked to affirm the following assertions regarding each incident in their unit.

- There is a reasonable expectation that critical or sensitive data was acquired by an unauthorized person as a result of this incident.
- There is reasonable expectation that confidential or security-related information was acquired by an unauthorized person.
- This incident involves legal violations.
- This incident impacts or has strong potential to impact mission critical services.
- There is active public interest or a strong potential for active public interest in this incident.
- Hosts involved in this incident are actively attacking other hosts.
- The scope of the incident.

Class 3: Highest Severity

If the answer is 'yes' to any of the following questions regarding an incident, then it is a Class 3 incident.

1. Data security. Is there a reasonable expectation that critical data was acquired by an unauthorized person as a result of this incident?
    i. Are data protected by privacy rules or legislation involved? For example:
        1. Non-directory student data as defined in FERPA
        2. Social Security Number
        3. Bank account, credit card, or other private financial information
        4. Driver license number
        5. Any medical records or protected health information as defined in HIPPA
    b. Is intellectual property involved
    c. Are other data security issues involved? For example:
        i. Passwords, risk assessments, or other security-related data.
        ii. Data restricted by legal contracts, memorandums of understanding, or other agreements.
    d. Data, if available to unauthorized users, will cause harm to an individual, a group, or the institution.
2. Legal issues. Does this incident involve any legal violation?

   a. Threat to persons or property
   b. Theft greater than $10,000
   c. Child pornography
   d. Copyright violations
3. Magnitude of service disruption. Does this incident impact mission critical services?
4. Threat. Are hosts involved in this incident actively attacking other hosts?
5. Scope. Is this incident widespread (over 10% of unit or greater than 100 hosts campus-wide)?
6. Public interest. Is there active public interest in this incident?

Class 2: Medium Severity

If the answer is 'no' to all of the Class 3 questions above, but 'yes' to any of the following questions, then it is a Class 2 incident.

1. Data Security. Is there a reasonable expectation that sensitive data was acquired by an unauthorized person as a result of this incident? For example:
   a. Infrastructure diagrams such as building and network
   b. Strategy documents
   c. Financial information
   d. Purchasing information
   e. Policies, standards, and procedures
   f. Business recovery plans
   g. System configurations
   h. Emergency response plans
   i. Emergency equipment inventories
2. Legal issues. Does this incident involve a legal violation? For example:
   a. Theft less than $10,000
   b. Harassment
3. Magnitude of service disruption. Is it likely that this incident will impact mission critical services?
4. Threat. Is an attack likely to occur from hosts involved in this incident?
5. Scope. Is this incident somewhat widespread (3-10% of unit or 10-100 hosts campus-wide)?
6. Public interest. Is there likely to be public interest in this incident?

Class 1: Lowest Severity

If the answer is 'no' to all of the Class 2 and Class 3 questions above, then it is a Class 1 incident.

3.34.7 Summary of Response Procedures for Incidents Involving Law Enforcement

Examples: obscenity, stalking, threat to persons or property, child pornography, unauthorized access.

Evidence Retention

Secure evidence without reviewing additional content. Network hardware, software, or data may be considered evidence. Care must be taken to preserve evidence.

Evidence Release

A public records request, subpoena, warrant or other official request must be issued before data is released to law enforcement. Contact VP for Legal Affairs/General Counsel to review public records requests, subpoenas, and warrants before responding. Evidence from incidents that involve an immediate threat to persons or property may be provided to law enforcement in advance of a public records request, subpoena, or warrant, but VP for Legal Affairs/General Counsel should be contacted if time allows.

Notifications

If any incident involves unauthorized disclosure or acquisition of private data, all SJR State staff must notify the IT Department or their Vice President. The Vice President will direct notification to SIRT. If the incident involves a student, notify Student Affairs. If the incident involves an employee, notify the appropriate supervisor and Vice President. IT workers do not make disciplinary decisions unless they supervise the violator.

3.34.8 Summary of Internal and Public Communication Notification Procedures

Upon receipt of notifications from SIRT, units must respond as directed in the notification. All units must notify SIRT/CIO/IT Department/Vice President immediately upon discovery of security incidents. When evidence of a possible crime is discovered, IT workers should report it to their supervisors. Supervisors should escalate communication through normal channels but must contact their SIRT/CIO/IT Department/Vice President. Law enforcement should be notified of incidents involving:

- Threats to persons or property
- Damages in excess of $10,000
- Child pornography

Other incidents should be reported to law enforcement according to the judgment of the President. SJR State should coordinate with the President to create a public communication plan for any incident likely to attract public interest.

Procedure 3.35: Prohibition of Firearms and Weapons on College Property or at College Events

Legal Authority – SJR Rule #s: 3.34
IPC Approval Date: May, 2014
Date Revised:

St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one's person or in one's office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

3.35.1 Definitions

- Weapon – A thing designed or intended or which may reasonably be used for inflicting bodily harm. The term "weapon" includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term "weapon" includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located.
- Firearm – Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

3.35.2 Exceptions

Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted Security Staff may possess weapons on College property.
2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency allows to be carried.
3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
4. Faculty for and students enrolled in Criminal Justice programs may possess weapons while participating in College approved training exercises.

5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President/AVP and with notice to SJR State Campus Department of Safety and Security.
6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

3.35.3 Violation and Discipline

Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

Procedure 3.36: Guidelines for Minors (both student and non-student) on Campus

Legal Authority – SJR Rule #s:
IPC Approval Date: 01/2015
Date Revised: 10/2019; 11/2019; 04/2020

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract both student and non-student minors, whether sponsored by the College, student groups, or by third parties. All minors require special consideration due to their vulnerability and the safety of minors on campus is a high priority for SJR State. This policy provides guidelines for those in the College community who work with or interact with both student and non-student minors. This policy is designed to help safeguard and protect Non-student minors when they are on campus.

"Non-student minor" for the purposes of this guideline means any person under the age of 18 who is not a registered SJR State student, except for the Behavioral Guidelines for all College faculty, staff, students and volunteers in College-sponsored or College-affiliated programs which involve any minor, regardless of whether or not they are a registered SJR State Student.

3.36.1 Use of College Facilities by Non-student minors

1. All supervised Non-student minors participating in a College program or a program taking place on College property are generally permitted use of identified facilities (athletic fields, public spaces, academic buildings, food service areas, etc.), but the College reserves the right to restrict anyone, including Non-student minors, from certain areas or facilities or from utilizing specified equipment.
2. Non-student minors are permitted at events and venues open to the public. However, the College reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Non-student minors.
3. Non-student minors are prohibited from entering laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required except while participating in properly supervised College-Sponsored Events or programs taking place on College property.

3.36.2 Employee Guidelines

Employees must always obtain supervisor approval to bring Non-student minors into the workplace. If approved by the supervisor, the following apply:

1. Non-student minors are not to be brought to campus on a regular basis in lieu of childcare.

2. Non-student minors may be brought to campus, on rare occasions for short periods of time. If the requested period of time is greater than one hour or for consecutive days, employees must also obtain VP approval in advance.
3. Supervision by the parent or guardian is required at all times.
4. Non-student minors may not be left unattended or with other employees.
5. Non-student minors may not interfere with workplace activities.

Departments may, due to the nature of their operations, prohibit employees from bringing non- student minors to the workplace.

3.36.3 Student Guidelines

The following guidelines apply to students bringing non-student minors on campus:

1. Non-student minors are not to be brought to campus on a regular basis in lieu of childcare.
2. Non-student minors may be brought to campus, on rare occasions when necessary, for short periods of time.
3. A Non-student minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
4. Supervision by the parent or guardian is required at all times.
5. Non-student minors are not allowed in the high-risk areas defined below.
6. Non-student minors are not allowed in classrooms while classes are in session.
7. Should a Non-student minor become disruptive, College personnel may ask the student and Non-student minor to leave.

3.36.4 Visitor and Third Party (Invitee) Guidelines

The College hosts many events that are appropriate for Non-student minors to attend; at these events, the following apply:

1. Supervision by the parent or guardian is required at all times.
2. Parent or guardian must assure that Non-student minors are not disruptive.
3. Parent or guardian must not leave Non-student minors unattended.
4. Non-student minors are not allowed in the high-risk areas defined below.
    a. Unless authorized by an appropriate College employee and appropriately supervised, Non-student minors are not allowed in high-risk areas, including but not limited to:
        i. Laboratories, shops, studios, mechanical rooms, power plants, garages, and food preparation areas;

ii. Any areas, indoors or out, containing power tools or machinery with exposed moving parts;

iii. SJR State vehicles, boats, or motorized equipment;

iv. College Security offices or vehicles;

v. Any other high-risk areas (such as stairwells, elevators or doorways, rooftops, construction zones).

3.36.5 Behavioral Guidelines for College faculty, staff, students, and volunteers in College-sponsored or College-affiliated programs which involve any minors

While it may be impossible to avoid all circumstances where an adult has direct communication or instruction with a minor in the absence of other adult faculty, staff, students and volunteers, all programs and activities should strive to avoid situations and circumstances where an adult has direct contact with any minor in the absence of other adult faculty, staff, students and volunteers, especially where that access also presents opportunities for secrecy or privacy.

1. College faculty, staff, students, and volunteers may not hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
2. College faculty, staff, students, and volunteers shall not transport minors to or from the homes of the minors except when the individual is the parent or guardian of the minor(s); this is not related to College-provided transportation.
3. College faculty, staff, students, and volunteers shall not engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs while supervising minors at College sponsored or affiliated activities.
4. College faculty, staff, students, and volunteers shall not engage in communications with minor participants outside of communications related to the promotion and/or operation of the College sponsored or affiliated program and/or activity. This includes social media, telephone, and personal meetings outside of official scheduled meeting times for said program and/or activity.

3.36.6. Level 2 Background Screening

Employees

1. All College employees, including part-time employees, who will or are working in College programs or College sponsored or affiliated programs with Non-student minors are required to undergo Level 2 background screening as defined in Chapter 435, F.S., before being hired or as a condition of continued employment.
2. The College will not hire, select, or otherwise allow an employee to have contact with a Non- student minor, or place the employee in a role that requires background

screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of employment that requires working with Non-student minors, unless the employee has been granted an exemption from disqualification by the Florida Department of Families and Children.

Volunteers

1. All volunteers, who will be or are working in College programs or College sponsored or affiliated programs with Non-student minors are required to undergo a Level 2 background screening, as defined in Chapter 435, F. S. before being permitted to volunteer or being permitted to continue to volunteer in those programs.
2. The College will not select a volunteer, or otherwise allow a volunteer to have contact with a Non-student minor, or place a volunteer in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of permission to volunteer to work with Non-student minors, unless the volunteer has been granted an exemption from disqualification by the Florida Department of Families and Children.
3. Level 2 criminal background checks of College faculty, staff, students, and volunteers that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential except as provided by law.

Non-College Entities

1. Non-College organizations and entities that operate programs or activities on campus involving Non-student minors must comply with Chapter 435 and Section 409.175, Florida Statutes.
2. Any contracts entered into between the College and a non-College entity for the operation of a program or activity which will involve Non-student minors must require the non-College entity to comply with section 409.175 F.S. and Chapter 435, F.S.

3.36.7 Authority and Related Documents

Sections 39.201, 39.203, 39.205, 110.1127, 409.175,827.03, and Chapter 435, Florida Statutes.

Procedure 3.37: Information Classification and Protection Procedure

Legal Authority – SJR Rule #: 3.06
IPC Approval Date: 10/12/15
Date Revised: 3/2023

The purpose of this procedure is to help ensure the protection of the college's Confidential & Internal data from unauthorized access, damage, alteration, or disclosure while preserving the ability of authorized users to access and use institutional data for appropriate college purposes. This procedure encompasses all SJR State data, electronic as well as paper, i.e., "hard copy." It applies regardless of the place of storage and whether used for administration, research, teaching, or other purposes.

This procedure applies to all files, data, and documents within the College. Anyone with access to any College information, including but not restricted to, faculty, staff, students, volunteers, and affiliates of SJR State are covered by these procedures.

3.37.1 Data Security

Data in Confidential, Internal, and Public categories, as defined in this procedure, require security measures appropriate to the degree to which the loss or corruption of the data would impair the academic or business functions of the College, result in financial loss, or violate law, policy or College contracts.

Security access by employees of the College will be implemented in compliance with FERPA requirements as follows:

- FERPA makes it clear that school officials with legitimate educational interests may be given access to personally identifiable information about students.
- A person employed by the College in a role of, including but not limited to, administrative, advising, counseling, supervisory, academic, student affairs or a support staff to these positions may be granted access to FERPA protected data when that data is relevant to the accomplishment of assigned duties or a determination about a student.

Security measures for data are set by the Data Custodian, working in cooperation with Data Stewards and Data Trustees, as defined in this procedure.

Actions When Confidential Data are Compromised

Any data breach, as defined in Florida Statutes, involving Confidential information must be reported immediately to the employee's Vice President and the Chief Information Officer. The Chief Information Officer will initiate a Security Incident report, ensure proper collection of evidence, and make a recommendation for further action.

SJR State Data Roles and Responsibilities

The College defines four staff roles, each with corresponding responsibilities for the protection of information. The responsibility of protecting this information is shared by

everyone that uses, stores, or comes in contact with such data. Prior to assigning access to a Data Role, a user may be required to complete additional security training.

Role	Description of Role	Users Permissible for Role	Responsibilities of Role
Data Trustee	Senior Administrators of the College who have planning and policy level responsibility for information within their functional and management areas	• President • Vice Presidents • Chief Information Officer • Delegate of President, Vice President, or Chief Information Officer	• Ownership of all information within their areas of responsibility • Assign and oversee the Data Stewards of the College • Oversee the establishment of data policies & procedures • Promote appropriate data use and ensure data quality standards within their respective areas • Determine the legal and regulatory requirements for data within their respective areas • Oversee the establishment of security roles, compensating controls, and data access controls • Participate in the approvals of security and access changes within their respective areas
Data Steward	Administrators and staff having direct operational-level responsibilities for management and protection of information of one or more functional areas	• College Administrators • Delegates of College Administrators	• Interpret and assure compliance with College policies & procedures, federal & state laws regarding the release of, responsible use of, and access to College data and files, both paper & electronic within their areas of responsibility • Participate in creating & maintaining security roles for access to information in their respective areas • Develop and maintain data quality and data definition standards for the respective areas • Develop data handling training policies & procedures and oversee the delivery of staff training in their respective areas

Role	Description of Role	Users Permissible for Role	Responsibilities of Role
Data Users	Individuals who have been granted access to information in order to perform their assigned job duties.	• College Staff • College Faculty • Student & Part-time workers • Volunteers • Affiliates	• Comply with all College policies & procedures, federal & state laws regarding data handling and protection • Use institutional data only as required to conduct College business • Ensure the accuracy of College information used to conduct business • Report any unauthorized access, misuse or data quality issues to the appropriate Data Steward and the Chief Information Officer of the College
Data Custodians	Computer systems administrators and IT staff responsible for the operation and management of systems and servers which collect, manage, store, and provide access to College information.	• Chief Information Officer • IT Staff • Any College unit or staff that develops or maintains databases and/or systems from College information	• Maintain and implement physical and logical access to systems & information as defined by the Data Trustees and/or Data Stewards of the College • Comply with all security policies, procedures, and assignments to safeguard College systems & information • Comply with all College policies & procedures, federal & state laws regarding data handling and protection • Identify and report any security concerns and initiate the appropriate actions as necessary

SJR State Data Classification

All data and files at the College shall be assigned one of the following classifications. Collections of diverse information should be classified to the most secure classification represented in the document or data. These standards apply to all data and/or information that is created, collected, stored, or processed by the College in both electronic and non-electronic formats. The table below identifies the data classification categories and provides examples for each classification category.

Data Classification	Description	**Examples** (not meant to be a complete list)
Confidential	Data/information that requires a high level of protection due to the risk and magnitude of loss or harm. Data protected by law or regulation whose improper use or disclosure could: • Adversely affect the ability of the College to accomplish its mission • Lead to the possibility of identity theft by improper release or protection of personally identifiable information • Place the College into a state of non-compliance with various state and federal regulations such as FERPA, HIPAA, PCI DSS, and GLBA • Place the College into a state of non-compliance with contractual obligations • Damage the College's reputation	• Social Security Number • Credit Card Number • Passwords & Account Credentials • Driver's License • Student Grades • Employee Records
Internal	Data should be classified as Internal when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the College or its affiliates. By default, all institutional data that is not explicitly classified as Confidential or Public data should be treated as Internal data.	• Educational records or information that are protected by FERPA but do not meet the classification requirements of Confidential • Personnel, salary or benefit information • Banner X numbers • Security related technology procedures
Public	Data that is readily available to the public. Data should be classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the College and its affiliates. This data may be made generally available without specific approval.	• Directory Information as defined by FERPA • College Catalog & Student Handbook • Faculty & Staff Directories

Procedure 3.38: Fundraising

Legal Authority – SJR Rule #: 3.04
IPC Approval Date:
Date Revised:08/2022; 11/2026

The College President is responsible for all College operations and has ultimate responsibility for, and exercises appropriate control over, the following the College's fund-raising activities which is administered through the SJR State Foundation. This procedure ensures that all fundraising activities relate to the College's mission and strategic plan and do not duplicate major fundraising efforts of the SJR State Foundation.

3.38.1 Purpose

1. To coordinate the many activities directed at fundraising by the Foundation and other units of SJR State College.
2. To develop guidelines.
3. To maximize the effectiveness and efficiency of fundraising activities.
4. To enhance the giving of funds to provide needed private resources to the institution.

3.38.2 Guidelines and Procedures

This procedure shall apply to any and all members of the St. Johns River State College community as well as any other individuals or organizations who may represent themselves to be members of the College community or who claim to be acting on behalf of the College. This procedure does not apply to members of the College community when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the College.

1. Definition of "College Fundraising Activities: A College fundraising activity is one that employs the name, image, or reputation of St. Johns River State College and/or the SJR State Foundation to secure financial contributions and also meets at least one of the following criteria:
    a. The activity does, in fact, benefit SJR State College and/or the SJR State Foundation
    b. Checks will be made payable to SJR State College and/or the SJR State Foundation
    c. Donors will expect a gift receipt for tax purposes or will be promised a gift receipt, or
    d. The organization will use the Foundation's taxpayer identification number
2. Advance Approval of Fundraising Activities: All fundraising activities meeting the definition of "College fundraising activity" (see Section B, #1 above) must be

approved in advance by the Director of Development & Foundation Operations or designee.

3. Employee Process: Any potential fundraising activities on behalf of a College program or initiative must first be formally communicated to the appropriate divisional vice president before a request for assistance is directed to the Foundation Office. Examples of proposed fundraising activities might include, but are not limited to departmental grants, underwriting of conference participation, sponsorship of an on-campus symposium, student or faculty travel, equipment, or departmental awards and banquets.
4. These types of programs and initiatives, which include direct solicitations, sponsorships, and/or an entry fee, shall require the additional submittal of a Fundraising Request Form (see attachment) to the Director of Development & Foundation Operations or designee for endorsement.
5. Student Club Process: Any potential fundraising activities on behalf of a student club, organization or program must first be formally communicated to the appropriate club advisor/divisional leader before a request for assistance is directed to the Foundation Office. Examples of exempt fundraising activities might include, but are not limited to candy sales, car washes, rummage sales, etc.
6. Special fundraising events, which include direct solicitations, such as gift cards to major retailers, sponsorships, and/or an entry fee, shall require the additional submittal of a Fundraising Request Form (see attachment) to the to the Director of Development & Foundation Operations or designee for endorsement.
7. Related Policies: Student groups who wish to engage in fundraising activities should also consult the Office of Student Affairs and the appropriate campus student activities director.

The College recognizes that students and employees often engage in fundraising activities for which the College is not the intended beneficiary. These activities may range from campus-based efforts to raise funds for groups such as the American Cancer Society or Habitat for Humanity, to employee or student participation in local churches or civic organizations.

Procedure 3.39: Animals on Campus

Legal Authority – SJR Rule #: 6.03; F.S. 413.08
IPC Approval Date: 04/2018
Date Revised: 10/13/2020; 03/2024

Bringing pets or other animals, including emotional support animals, onto campus, including sidewalks, campus buildings, classrooms, grounds, or sporting events or practices are prohibited. Service animals (dog or miniature horse), that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, specifically and directly related to the individual's disability are exempt from this prohibition. Service animals must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control at all times. If a service animal is disruptive, out of control, is not housebroken, or poses a threat, the College may request its removal.

SJR State shall make reasonable modifications to its policies and procedures as required by law (and including with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Americans with Disabilities Amendment Act and Florida Statute 413.08) to accommodate the use of a service animal by an individual with a disability. The College may also permit the presence of animals for educational purposes, compliance with statutory requirements, and other activities approved by the College. The purpose of this procedure is to define guidelines for the limited presence of animals on campus.

Human Resources shall serve as the Coordinating Office and shall make determinations for animal presence on campus as defined in this procedure; and shall coordinate matters relating to the presence of service animals on campus by visitors. Disability Support Services for Students in Academic Advising shall coordinate matters relating to the regular presence of service animals handled by students. The Office of Human Resources coordinates matters relating to the regular presence of service animals handled by employees.

3.39.1 General Procedure

1. The College reserves the right to establish conditions for the presence of animals on campus through application of policy, procedure, student code of conduct and applicable law.
2. The handler of the animal always has full responsibility and liability for the behavior of the animal. The handler is responsible for any damage that the animal may cause.
3. The handler of the animal has full responsibility and liability for the care and supervision of the animal. The animal must be under the control of the handler at all times, such as in a harness or on a leash. When physical control is not possible, such as when a handler's disability interferes with control, voice control or signaling

is acceptable. In addition, the handler is responsible for the cleanup of all animal waste.

4. The handler has full responsibility to ensure that the animal is not disruptive to any program, service, learning environment, or College activity. The College may require removal of the animal if it compromises health, safety or a positive educational or work environment.
5. The College may require the handler to remove an animal from the campus or events if it poses a threat or is disruptive, aggressive, or unhygienic.

3.39.2 Use of Animals in the Curriculum

Curriculum approved by the VP for Academic and Student Affairs may include the use of animals. General Counsel shall serve as second and final approval. Such animals must not infringe on the health and safety of the campus community.

3.39.3 Service Animals

1. Individuals with disabilities may be accompanied by a service animal at the College.
2. There may be rare occasions where an animal, including a service animal, may be restricted from College facilities or activities due to health and safety concerns.
3. The handler will discuss with the approving party any restricted areas when the College has notice of a service animal accompanying a handler to such setting. When the College implements a restriction, the approving party will discuss it with the handler to determine other reasonable accommodations. That might include another method of service delivery or attendance without the animal.
4. The handler is responsible for compliance with any laws pertaining to animal licensing, vaccination, and owner identification.

Faculty and Staff Responsibility

To ensure equal access and nondiscrimination of individuals with disabilities, members of the College community should follow these guidelines:

1. Allow service animals to accompany individuals with disabilities on campus;
2. Do not ask for details about a person's disabilities;
3. Do not pet a service animal, as it distracts the animal from its work;
4. Do not feed a service animal;
5. Do not intentionally startle, tease, or taunt a service animal;
6. Do not ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that it is a service animal, College personnel may ask two questions to determine whether the animal qualifies as a service animal:

   a. Is the animal required because of a disability?
   b. What work or task has the animal been trained to perform?

7. If the College employee is still unsure of whether or not the animal qualifies as a service animal, the employee should contact Human Resources at 4070.

Other Provisions and Concerns

1. The College does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.
2. Individuals who have concerns about the presence, behavior, health, or handling of an animal should address them with the appropriate coordinating office (Human Resources, Student Services).
3. A service animal is an accommodation similar to a note taker or an interpreter. The College maintains confidentiality regarding approved accommodations but may discuss the theory of accommodation with observers who have a concern.
4. The College may take action if the Coordinating Office forms a reasonable belief that an individual has engaged in either of the following behaviors:
   a. Misrepresentation that he or she is qualified to use a service animal,
   b. Interference with the use of a service animal.
5. Training of Service Animals: Florida law allows animals on campus that are being trained to be service animals.

Procedure 3.40: Procedure for Protecting Student Privacy in Distance Education

Legal Authority – SJR Rule #s: 3.33
IPC Approval Date: March, 2020
Date Revised: 6/2022

3.40.1 Definition and Responsibility

St. Johns River State College is committed to protecting the privacy of students enrolled in all courses regardless of the mode of instruction (online, hybrid, or face-to-face). The following procedure ensures the privacy of students in distance learning courses and programs and supplements other SJR State procedures related to data security and confidentiality. College personnel are required to follow these procedures and FERPA guidelines published in the College Catalog to protect student privacy in distance education.

Secure user names and passwords are generated through the admissions application process. These credentials generate a single sign on service allowing student access to the learning management system (LMS), student email, Banner Web, and all other student services through the secure MySJRState portal. Students are required to establish their own password upon initial login and can change their password confidentially at any time. For privacy, passwords are masked from view when entered. The self-created password is encrypted and stored in the institution's active directory. Other than the user, no one, including the Information Technology department, has access to the password. Students are responsible for protecting their secure login information throughout their enrollment at the College.

Students who enroll in distance learning courses have access to the learning environment through a learning management system (LMS). In the LMS faculty are restricted to accessing information within the courses they teach, and students are restricted to faculty-published information in courses in which they are enrolled. Faculty members may post course materials, assignments and exams, and discussion forums for their courses. Students may participate in forum discussions, upload assignments, and take quizzes and exams. The privacy of individual students' assignments and grades is maintained within the LMS. Students can view only their own information and information made accessible to the whole class by the instructor. Only faculty members teaching the course, their departmental administrators, and eLearning administrators may access student information in the LMS. Self-enrollment, manual enrollment, and guest access to live courses is not permitted.

3.40.2 Recording of Online Course Instruction and Assessment

Online course instruction and assessment may be recorded. By joining the online video instruction or assessment session, students are giving consent for the meeting to be

recorded. Other course options are available for students who wish to opt out of being recorded.

3.40.3 Recording of Class Lectures

Students may, without prior notice, record video, or audio of in-person or distance education lectures for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject.

Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is prohibited.

Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of law and the Student Code of Conduct.

Procedure 3.41: Employee Expectations

Legal Authority – SJR Rule #s:
IPC Approval Date: March 2021
Date Revised:

This procedure sets forth employee expectations to perform job duties and responsibilities in a manner that reflects good ethical and professional standards. Supervisors are responsible for ensuring College employees know and understand the College's mission, strategic goals, and objectives. The purpose of this procedure is to promote a commonly accepted standard of professionalism; ensure dress is appropriate for the duties required at the department level; ensure religious and medical considerations are respected; promote a positive work environment and limit distractions caused by inappropriate dress; and promote safety in the workplace.

3.41.1 Personal Appearance / Dress Code

The professional appearance of employees is a critical element of St. Johns River State College's commitment to service excellence as it demonstrates respect to others and the professionalism of the College. This procedure establishes a guideline and does not specifically address all situations. Therefore, all employees and supervisors must practice common sense, respect, sensitivity, and reasonableness when dealing with appearance issues. Employees are expected to dress in a manner that distinguishes them as role models of professionalism while performing College duties. Presenting a professional image is essential to the College's commitment to customer service and impeccable quality.

While it is the intent of St. Johns River State College that all employees dress for their own comfort during work hours, the image that our employees present to students, community members, and other visitors is of vital importance for maintaining the professional image of the College. Therefore, employees are expected at all times to present an image appropriate to the work being performed. Employees should consult with their supervisors if they need guidance on appropriate attire. Supervisors shall exercise respect and common sense when dealing with employee's personal appearance.

Professional appearance also includes maintaining good personal hygiene and being appropriately groomed. College employees should use common sense regarding work attire and refrain from wearing sloppy or provocative clothing in the office.

The College maintains that Business Attire or Business Casual is appropriate for a College atmosphere provided that all clothing is professional and appropriate. Each department may adopt a dress code based on the duties and responsibilities of the position or department as long as it does not conflict with the College's official dress code. College employees who are required to work outside are permitted to wear clothing suitable for the needs of the position at the supervisor's discretion. Departmental or other SJR State logo shirts are permitted and, in some occasions, may be provided by the College. Sworn law

enforcement and public safety officers are permitted to wear, as the customary attire, uniform clothing for identification and safety purposes.

Examples of excluded Apparel (this list is not meant to be inclusive):

- Clothing designed specifically for sporting activities (such as sweats, yoga pants, swimsuits, etc.)
- Clothing that exposes undergarments and body parts in an inappropriate or indecent manner
- Shorts
- Sleepwear (such as pajama bottoms)
- Rubber flip-flops (beach type sandals) or bedroom slippers
- Clothing that poses a safety hazard
- Clothing that is not clean, free of stains or holes, neat in appearance or appropriately fitted
- Sheer clothing, (showing undergarments)
- Bare feet

Apparel should not contain any derogatory, discriminatory, profane, inflammatory, offensive, or otherwise objectionable content or representation. Clothing cannot portray any alcoholic brands, illegal substances, or tobacco products. All employees are to wear footwear that poses no safety hazard. Certain positions may require specific footwear based upon OSHA guidelines.

The College expects employees to maintain good hygiene and grooming. Employees are expected to be professional in the wearing of makeup, hairstyles, and scented products. Body piercing and body art in the form of tattoos and other skin pigment alterations are a personal choice. However, management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by students, community members, and other employees.

If employees require a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they should contact their supervisor or Human Resources to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, SJR State will accommodate such requests.

Certain meetings, conferences, or events may require more formal business attire and employees should dress appropriately.

Supervisors are responsible for ensuring employees meet the standards set forth in the College's dress code and should take appropriate corrective action for those employees who do not comply. In the event that an employee's personal appearance is not in compliance with this procedure, supervisors should promptly address non-compliance. Supervisors should consult College management and Human Resources for guidance on addressing violations.

Employees violating this procedure may be sent home to change and be required to use leave for their absence. Employees should use sound judgment and error on the side of caution and professionalism when considering what may be deemed appropriate.

3.41.2 Employee Reporting Requirements

An employee shall report to his or her supervisor within three (3) business days any of the following occurrences:

- Suspension or revocation of driver's license, if the employee's duties require driving a vehicle while on duty.
- A traffic ticket or accident while driving a College owned or rented vehicle.
- Expiration, revocation or suspension of a professional license or certification needed for the job. Any arrest, charge, or notice to appear for a felony, first degree misdemeanor or violation of law in any jurisdiction where the maximum punishment is imprisonment for more than 60 days or a fine of more than $500. Employees must provide a written report to Human Resources within three (3) working days of the arrest, charge, or receipt of Notice to Appear
- Any final order or disposition for felony, first degree misdemeanor, or equivalent violation of law in any jurisdiction where the maximum punishment is imprisonment for more than 60 days or a fine of more than $500. Employees must provide a written report to Human Resources within seven (7) working days of the final order or disposition, even if the charges were dismissed, nolle prossed, or if the employee is found innocent.

3.41.3 Noise/Music

Conversation in large open areas should be kept to a minimum. College business that requires considerate discussion should be conducted in offices, private spaces, or conference rooms. Music may be played in offices or confined to areas if the volume is not distracting to fellow workers. The use of Bluetooth equipment, headphones and other media devices should not interfere with the business needs of the College or an employee's duties and responsibilities.

Supervisors of each section retain the right to determine whether a radio, headphones, Bluetooth, or other media device is distracting other employees or interfering with general work performance and may subsequently request that an employee remove such device.

3.41.4 Personal Communication and Electronic Devices

The use of cellular telephones, smartphones, tablets, E-readers, and personal laptops should be limited and should not interfere or compromise the business needs of the College. Employees may use personal electronic devices for calls, texts, accessing the Internet, mobile applications, social networking, or other online services as long as it does

not interfere with employee performance or become a distraction. Personal phone calls, texting, or internet use should be kept to a minimum as long as it does not:

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

Use of personal electronic devices while operating a motor vehicle on official College business is not permitted without the proper use of a hands-free device.

Personal use of College technology includes access to or storage/processing of non-SJR State information, pictures, music, movies, etc. on College technology resources. Personal use of SJR State equipment does not extend to family members or other acquaintances.

Failure to comply with this procedure may result in disciplinary action.

PART FOUR - BUSINESS OPERATIONS PROCEDURES

Procedure 4.0: Account Code Structure

Legal Authority – SJR Rule #s: 4.05
IPC Approval Date: 08/2007
Date Revised: 07/2008; 04/2016; 07/2023

4.0.1 TRAVEL - 605XX

The following accounts should be used to record the costs for transportation fare, rent-a-car charges, mileage, registration fees, communication fees, and per diem payments and related expenses of travel such as tolls, parking fees and taxi fare for persons authorized to travel at the college's expense.

Authorized travelers may include college staff, students, prospective employees, official guests of the college, board members, advisory board members, etc.

The account should be charged with expenses, in addition to travel, of authorized persons attending conferences and meetings.

ACCOUNT CODES	DEFINITION	EXAMPLES
60501 Travel-In-District	Charge this account with in-district travel expenses only. Include in this account travel in the Clay, Putnam, St. Johns Counties.	Excludes civic social clubs, meals and lodging which are not authorized for in-district travel and state taxes.
60502 Travel-Out-Of-District	Charge this account with travel expenses incurred out of the district, but within the State of Florida.	Exclude state taxes.
60503 Travel-Out-Of-State	Charge this account with travel expenses incurred out of the State of Florida, but within the United States.	[None provided]
60504 Travel-International	Charge this account with travel expenses incurred outside of the United States.	[None provided]
60505 Travel-Reimbursable	Charge this account with travel expenditures which are subject to subsequent reimbursement from outside the college.	An employee who officially represents the college which will be subsequently reimbursed to the college by a third party.
60506 Travel-Student	Charge this account with all student travel expenditures.	[None provided]
60507 Travel-Non-Employee	Charge this account with all travel expenditures for individuals	[None provided]

ACCOUNT CODES	DEFINITION	EXAMPLES
	representing the college on a non-employee basis.	
60508 Travel-Employee Recruitment	Charge this account with travel expenditures incurred by individuals invited by the college to interview for employment.	Requires President approval.
60509 Travel-Moving Expenses	Charge this account with travel expenditures incurred in relocating new employees to the college which are non-taxable.	Requires President approval.
60510 Travel-Other	Charge this account with all other travel expenditures, not otherwise specified.	[None provided]

4.0.2 FREIGHT AND POSTAGE - 61000

Cost of postage, postage meter rental, post office box rental, freight and express (when included on a separate invoice), delivery service and any other cost of transporting things. Shipping and freight charges do not need to be charged to 61000 if it is part of an order except for the Bookstore. This includes restricted and plant funds.

4.0.3 COMMUNICATIONS - 615XX

The following accounts should be used to record the costs of local and long-distance telephone service, telephone installation and relocation charges and telegraph charges.

ACCOUNT CODES	DEFINITION
61501 Local Telephone/Fax Service	This account is used to record specifically the cost of local telephone/fax service.
61502 Long Distance Telephone/Fax Service	This account is used to record specifically the cost of long-distance telephone/fax service.
61503 SUNCOM/WATS Service	This account is used to record specifically the cost of SUNCOM/WATS service.
61504	This account is used to record specifically the cost of other communication services.

ACCOUNT CODES	DEFINITION
Other Communication Service	

4.0.4 PRINTING - 620XX

The following accounts should be used to record the costs of contracted printing, mimeographing, Photostatting, and blueprinting, photography, and photocopying. DO NOT include the purchase of supplies.

ACCOUNT CODES	DEFINITION	EXAMPLES
62001 Printing/Duplicating-Vendor	Charge to this account the expenditures incurred specifically for externally processed printing/duplicating.	Letterheads, printed envelopes, invitations, programs, posters, catalogs, schedules, business cards, name badges, tax forms, checks, classroom curriculum, etc.
62002 Printing/Duplicating-College	Charge to this account the expenditures incurred, specifically for internally processed printing/duplicating. This will be billed from the college's publication department.	Letterheads, printed envelopes, invitations, programs, posters, catalogs, schedules, business cards, classroom curriculum, etc.
62003 Binding	Charge to this account the cost of binding printed materials.	Binding cost of policy manuals, state reports, and presentation. Library Department reference account code 73002.

4.0.5 REPAIRS AND MAINTENANCE - 625XX

The following accounts should be used to record the costs of all repairs and maintenances performed OTHER than repairs performed by college personnel. Labor and materials that are provided by an outside contractor.

This will include elevator maintenance, repairs to buildings, repairs to equipment and vehicles.

ACCOUNT CODES	DEFINITION	EXAMPLES
62501	Charge to this account the cost of repairs and maintenance specifically for buildings.	pest control, interior and exterior building maintenance.

ACCOUNT CODES	DEFINITION	EXAMPLES
Repairs and Maintenance - Buildings	If equipment is permanently attached to a structure, include expense.	
62502 Repairs and Maintenance - Furniture and Equipment	Charge to this account the cost of repairs and maintenance specifically furniture and equipment. Replacement parts must NOT upgrade the original purchase.	Labor and parts for HVAC, pumps, elevators, and motors that are not permanently attached to a structure. Auto claves, tools, sound equipment, drills repairs are made outside of a contractor service agreement. Trip charge for combination change on a safe. Printer repair and tuning of piano
62503 Repairs and Maintenance - Grounds	Charge to this account the cost of repairs, maintenance, labor, and parts specifically for grounds.	Landscaping, sprinkler system, drainage, tree removal, parking lot repairs, resurfacing, re- stripping, and mowing, custom lawns
62505 Repairs and Maintenance - Other	Charge to this account repairs and maintenance not otherwise defined. Includes labor.	Automobiles, tractors, service carts, buses, trucks, vans, lawn mower repairs, towing, trailers, maintenance agreements, keys, oil changes, and warranty agreements.
62506 Repairs and Maintenance - Technology	Charge to this account the cost of IT or computer related technology repairs and maintenance (CONTRACTED service for software and hardware)	Software vendors. Include service agreements for the backbone/infrastructure and IP telephony.

4.0.6 RENTALS - 630XX

The rental or lease of buildings, equipment (other than postage meters and rent-a-car charges), films and filmstrips will be charged.

ACCOUNT CODES	DEFINITION	EXAMPLES
63001 Rental-Facilities	Charge to this account the rental cost of buildings and other instructional facilities	[None provided]
63002 Rental-Equipment	Charge to this account all equipment rentals.	Fog machines, helium machines, laptops, portable toilets, tools, pressure washers, punch fountains, dunking booth, rock climbing wall, and postage meters.
63003 Rental-Vehicles	Charge to this account all vehicle rentals.	[None provided]
63004 Rental-Copy Machines	Charge this account specifically for the operating rental payment or rental of copy machines charges.	[None provided]
63005 Rental-Others	Charge to this account all other rentals not otherwise defined.	Flowers, tents, out of district lodging leases for legislative purposes, fields, horses, caps, and gowns for faculty.
63007 Royalties	This account is used to record royalty costs.	Music, dramatic scripts, etc.
63009 Equipment Leases-Operating	This account is used to record equipment leases in excess of twelve (12) months.	ID Telephony, copy machines, backbone infrastructure leases, etc.

4.0.7 INSURANCE - 635XX

The following accounts should be used to record the costs of all insurance will be charged to the following accounts; includes workers compensation, fidelity, automotive, fire, and boiler insurance.

ACCOUNT CODES	DEFINITION	EXAMPLES
63501 Insurance - Property	Specifically for property insurance.	Payments for coverage primarily through the Florida College System Risk Management Consortium
63502	Specifically for workers compensation.	Workers compensation payments for coverage

ACCOUNT CODES	DEFINITION	EXAMPLES
Insurance - Workers Compensation		through primarily Florida College System Risk Management Consortium (Florida Unemployment Compensation).
63503 Insurance - Student	Specifically for insurance purchased for students by the college.	Student accident insurance premium payments primarily through the Florida College System Risk Management Consortium.
63505 Insurance - General Liability	Specifically for general liability insurance.	Premiums paid for general liability insurance primarily through the Florida College System Risk Management Consortium, Board members' bonds.
63506 Insurance - Professional Liability	Specifically for professional liability insurance for campus police.	[None provided]

4.0.8 UTILITIES - 640XX

The following accounts should be used to record the costs of electricity, water, waste collection. Fuel oil and gas for heating, heat and air conditioning will be charged to the following accounts. (*Gas for use in laboratories should be charged to 655XX.)

ACCOUNT CODES	DEFINITION	EXAMPLES
64001 Heating Fuels	Specifically for heating fuel expenditures. [Do not include vehicles]	[None provided]
64002 Water and Sewer	Specifically for water and sewer expenditures.	[None provided]
64003 Electricity	Specifically for electricity expenditures.	[None provided]
64004 Garbage Collections	Specifically for garbage collection expenditures.	[None provided]

ACCOUNT CODES	DEFINITION	EXAMPLES
64005 Fuel-Vehicular	Specifically fuel for vehicles other than those used for travel purposes.	Fuel for cars, trucks, buses, lawn care equipment
64006 Hazardous Waste Removal	Specifically for the removal of hazardous waste materials.	Science lab chemicals, waste paints, fluorescent lights, batteries, medical waste disposal, and maintenance.

4.0.9 OTHER SERVICES - 645XX

The following accounts are used to record the cost of services which are not otherwise classified.

This would include technology services, advertising authorized by law, institutional membership fees, collection expense, credit service, clipping service, laundry, and towel service.

ACCOUNT CODES	DEFINITION	EXAMPLES
64501 Other Services	This account is used to record other services not otherwise defined by another account code. These services are NOT to include personnel costs, which should be recorded as part-time or regular part-time employees.	Commercial driver's license (CDL), Criminal Justice assessed student fees, tournament fees, internship fees, license fees, registration fees, and application fees. Individual professional service contractors for non-instructional services
64502 Institutional Memberships	This account is used to cover the costs paid by the College for memberships in various organizations / institutional memberships. Personal memberships cannot be paid by the College.	[None provided]
64504 Collection/Billing Service	Specifically for collection/billing service.	[None provided]
64505 Advertising (Required by Law)	Specifically for advertising required by law.	Board meeting notices, bids notices, etc.

ACCOUNT CODES	DEFINITION	EXAMPLES
64507 Contracted Instructional Service - State Fundable Enrollment	Specifically for contracted instructional services provided by an organization (not by an individual) which are reported as State Fundable.	professional service contractors (organization) for instructional services
64508 Contracted Non-Instructional Services	Specifically for contracted clerical services, security services, custodial services, etc. Services provided by an organization, not by an individual.	testing services professional service contractors (organization) for non-instructional services
64509 Other Services - Non-Contracted	Specifically for other non-contracted services.	HR background checks, fingerprinting, security guard licenses, newspaper schedule distributions, catering services, table cloths and laundry, Notary Public, and online courses, training, CPE's, develop film
64510 Advertising (Not Required by Law)	Specifically for advertising not required by law.	Advertising job position announcements, yearbooks, other awareness advertising, promotional materials, etc.
64512 Tuition Reimbursement, Non-Taxable	Specifically for non-taxable tuition reimbursement.	HR DEPT USE ONLY. Employee educational reimbursement SPD tuition reimbursement
64514 Technology Service	Specifically for contracted services provided by an organization, not an individual. Includes outsourcing services.	Data Base Administration programming [RTS] and consortium contribution.

4.0.10 PROFESSIONAL FEES - 650XX

The following accounts should be used to record costs of professional fees to include legal fees, auditing fees, medical fees, consultant fees, honoraria paid to speakers and any other payments of a professional nature other than payments to a person for conducting organized instructional activities. Payments to persons for instructional activities should be charged to the appropriate salary expense G/L code.

ACCOUNT CODES	DEFINITION	EXAMPLES
65001 Consultants	Specifically for consultants.	Professional fees to include consulting fees.
65002 Honoraria Fees	Specifically for honoraria fees (non-federal funds).	Professional fees to include honoraria fees paid to guest speakers, graduation, and ground-breaking ceremonies, etc.
65003 Legal Fees	Specifically for legal fees.	[None provided]
65007 Other Professional Fees	For professional fees not otherwise defined.	Professional fees to include other payment of a professional nature other than payments to persons for conducting organized instructional activities, such as band for frolic, volleyball, official bookkeeping agent, disc jockey, models, performers, and INS Certification. Individual professional service contractors for instructional services
65008 Accreditation Fees	For accreditation fees.	[None provided]
65009 Bank Service Fees	For bank service fees.	Includes payments for credit card use, banking services, costs charged directly by the bank, etc.
65010 Performance Contract Commitments	[None provided]	THCA performance contract related expenses

4.0.11 MATERIALS AND SUPPLIES - 655XX

A materials or supply is any article which meets any one or more of the following conditions:

1. It is consumed in use.
2. It loses its original shape or appearance with use.
3. It is expendable, that is, if it is usually more feasible to replace it with a new unit rather than repair it when it is damaged or some of its parts are lost or worn out.
4. It is an inexpensive item whose small unit cost makes it inadvisable to capitalize, even if it has characteristics of equipment.
5. It loses its identity through incorporation into a different or more complex unit or substance.

The following expenditure categories may be prohibited by statute, regulation, or rule: food and food products for employee use, gifts, and personal items.

The following accounts should be charged for costs including classroom materials such as workbooks, music supplies, physical education supplies, and art materials. Parts, metal shocks, welding rods, wood, gas, oil, electrical supplies, small tools used in occupational courses and laboratory supplies such as chemicals, test tubes and breakers should be included. Also included are audio-visual materials such as records, tapes, overlays, and slides.

Stationery and general office supplies such as paper, pads, staples, paper clips, ribbons, pencils, file folders, calendars, printed forms should also be charged to the following accounts.

ACCOUNT CODES	DEFINITION	EXAMPLES
65501 Educational Materials and Supplies	Specifically for instructional use.	photocopy paper and supplies are charged to this account, departmental reference materials, tassels, caps, gowns, printer cartridge, toner, portable storage container, etc.
65502 Office Materials and Supplies	Specifically for non-instructional use.	Reference descriptions above
65503 Diplomas and Covers	Specifically for the cost of diplomas and covers.	[None provided]
65504 Hazardous Materials - Instructional	Specifically for instructional use.	[None provided]

4.0.12 DATA SOFTWARE, NON-CAPITALIZED - 657XX

This account is used to record the cost of software purchased for data systems, information systems, computer systems, word processing systems and other systems requiring operating software and documentation. These data software are not to be capitalized.

ACCOUNT CODES	DEFINITION	EXAMPLES
65701 Data Software-Educational, Non-Capitalized	Specifically for instructional use and having an immaterial value or limited useful life.	Computer upgrades, computer software and graphic design, and a portion of firewalls software.
65702 Data Software-Administrative, Non-Capitalized	Specifically for administrative use / non-instructional use and having an immaterial value or limited useful life.	Firewalls, chart release.

4.0.13 MAINTENANCE AND CONSTRUCTION MATERIALS AND SUPPLIES - 660XX

The following accounts should be used to record the cost of all materials and supplies used by personnel of the college to construct, repair or maintain buildings and equipment. Items would be lumber and wood products, nails, paint, floor coverings, electrical materials and supplies, plumbing materials and supplies, masonry products, asphalt and gravel, light bulbs, fuses, fire extinguisher refills, etc. It also includes tools normally used by carpenters, painters, electricians, plumbers, metal workers, masons, and mechanics. Sets of tools as well as individual tools may be charged here.

ACCOUNT CODES	DEFINITION	EXAMPLES
66001 Maintenance Materials and Supplies	Specifically for non-capitalized maintenance materials and supplies Parts for repairs and maintenance of equipment by College personnel that does not include labor. Includes replacement parts which does not upgrade original purchases. Does not include labor charge.	Use this account for replacing faucets, washer kits, valves, ballasts, light bulbs, receptacles, circuit breakers, fuses, door locks, door hinges, door closure, pumps, motors, air filters, water filters, fire extinguishers, ceiling tiles, and batting cage parts.
66002 Janitorial Materials and Supplies	Specifically for janitorial materials and supplies.	Includes mops, brooms, pails, cleaning supplies, paper products, wax, wax stripper, and other chemicals, etc.

ACCOUNT CODES	DEFINITION	EXAMPLES
66003 Automotive Materials and Supplies	Specifically for automotive materials and supplies consumed in servicing college operated vehicle.	Includes oil, grease, fluids, tires, batteries, seat covers, gas, hoses, washer fluid, antifreeze, wax, cleaning, and protection products, pinstriping and cargo covers.
66004 Ground Materials and Supplies	Specifically for grounds materials and supplies.	Seeds, potted plants, shrubbery, fertilizer, garden hoses, and clay, etc.
66005 Construction Material and Supplies	Specifically for construction materials and supplies. Do NOT use this object code when a specific construction project is identified. Account code 750XX should be used to identify the construction project for subsequent capitalization.	Lumber, wood, nails, masonry products, paint, floor coverings, premix concrete, concrete, paver bricks, mortar, and stucco.

4.0.14 OTHER MATERIALS AND SUPPLIES - 66501

ACCOUNT CODES	DEFINITION	EXAMPLES
66501 Athletic Materials and Supplies	Specifically for athletic materials and supplies with the exception of athletic uniforms.	Bats, balls, nets, and lockers, etc. specifically used by sport teams.
66502 Athletic Uniforms	Specifically for athletic uniforms having limited useful life.	White t-shirts, collared golf shirts with college emblems, jerseys, practice shorts, and shoes.
66503 Food and Food Products	This account is used to record the purchase of food and food products allowable by state and local rules and regulations.	USE RESTRICTED TO President's / VP's Hospitality accounts, student activities, and certain grants. Summer youth programs, which includes food cost, SGA sponsored food items, such as awards, food ceremony (catering services). hospitality –food expenses, etc.

ACCOUNT CODES	DEFINITION	EXAMPLES
66504 Materials and Supplies – Other	Specifically for materials and supplies not otherwise classified.	printed T-shirts, posters, chalk, zip ties, field paint and field hose, dust and materials for Spring Fling, kitchen supplies, miscellaneous prizes (must be small and non-cash prizes), flowers, US flags, propane, recognition awards and decorations, student activities supplies, etc.
66505 Departmental Uniforms	Specifically for departmental uniforms having limited useful life.	Maintenance and security departments, including THCA/FloArts user uniforms and costumes including accessories such as duffle bags with logo and alterations
66506 Minor Equipment	Specifically for minor equipment as defined by Statute or Board policy. Minor equipment under $200.	Includes file cabinets, billiard equipment, bridges head, ping-pong, etc.

4.0.15 SUBSCRIPTIONS, PERIODICALS, & VIDEO DISKS - 670XX

The following accounts should be used to record the cost of expendable subscriptions, periodicals, books, e-resources, and video disks – when PURCHASED FOR THE LIBRARY.

ACCOUNT CODES	DEFINITION	EXAMPLES
67001 Subscriptions	The cost of subscriptions should be charged to this account.	Magazines and newspaper subscriptions.
67002 Periodicals	The cost of subscriptions, periodicals and video disks should be charged to this account when purchased for the library.	The cost of periodicals and video discs purchased by libraries will NOT be capitalized UNLESS they are bound.
67003 Books	Specifically for library books	Bound monographs

4.0.16 PURCHASE FOR RESALE - 675XX

ACCOUNT CODES	DEFINITION	EXAMPLES
67501 New Books – Resale	Specifically for new books for resale.	For internal account use only.
67502 Used Books – Resale	Specifically for used books for resale.	For internal account use only.
67504 Supplies – Resale	Specifically for supplies for resale.	For internal account use only.
67506 Other Items – Resale	Specifically for other items purchased for resale not otherwise classified.	For internal account use only.

4.0.17 SCHOLARSHIPS AND WAIVERS - 680XX

The following accounts should be used for all scholarship payments to students. Do not include payments to students for loans or for services rendered. Do not include awards to the student when the donor reserves the right to designate the person to receive the award.

Under certain conditions, a student's fees may be waived. All student fees should be reported as income, however, even though they may not be collected. When fees are waived, the proper income account(s) should be credited and this account should be debited, thus reflecting the gross income and the expense to the college.

ACCOUNT CODES	DEFINITION	EXAMPLES
68001 Scholarships	Specifically for student scholarships.	For internal account use only. (Financial Aid) Scholarship disbursement and FAS tuition & fees.
68003 Textbooks, Materials & Supplies Scholarships	Specifically for student textbooks, materials, and supplies scholarships	For internal account use only. (Financial Aid)
69507 Promotions and Public Relations - Restricted	Includes, though not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of faculty and staff, official meetings and receptions, guest speakers and other development activities and hospitality expenses. CHARGE THIS	Restricted to the President & VP's hospitality account use only.

ACCOUNT CODES	DEFINITION	EXAMPLES
	ACCOUNT FOR FOOD AND FOOD PRODUCTS SERVED AT THESE ACTIVITIES	
69508 Other Expense	[None provided]	Requires Business Office use approval.

4.0.18 MINOR EQUIPMENT - 70500

ACCOUNT CODES	DEFINITION	EXAMPLES
70500 Minor Equipment-Non Capitalized-Less than $1,000	Charge to this account all equipment purchases which are less than $1000 and do not meet the college's criteria for capitalizing. Requires quote. Greater than or equal to $200, and less than $1,000 – per unit price. Purchases under $200 reference account code 66506.	For clarification contact the Purchasing Department.
70600 Minor Equipment-Non Capitalized-Greater than or equal to $1000 but less than $5,000	Charge to this account all equipment purchases which are greater than or equal to $1,000 but less than %5,000 – per unit price, and do not meet the college's criteria for capitalizing. Requires quote. This will include all educational and classroom equipment, office furniture and equipment, maintenance equipment, tractors, vehicles, etc.	For clarification contact the Purchasing Department. Freight and installation must be included in the cost determination.

4.0.19 FURNITURE AND EQUIPMENT - 71000

Furniture and Equipment-Greater than or equal to $5,000.00 This account is used for all furniture and equipment purchases greater than or equal to $5,000 which are to be capitalized. This will include all educational and classroom equipment, office furniture and equipment, maintenance equipment, tractors, etc. Requires quote. These items will be tagged and tracked in the college property inventory system. For clarification contact the Purchasing Department.

ACCOUNT CODES	DEFINITION	EXAMPLES
71000 Furniture and Equipment-Greater than or equal to $5,000.00	This account is used for all furniture and equipment purchases greater than or equal to $5,000 which are to be capitalized. This will include all educational and classroom equipment, office furniture and equipment, maintenance equipment, tractors, etc. Requires quote. These items will be tagged and tracked in the college property inventory system.	For clarification contact the Purchasing Department. Freight and installation must be included in the cost determination.
71021 Vehicles 5-Year Asset Class – greater than or equal to $5,000.00	These accounts have been established to provide a control balance for vehicles	For clarification contact the Purchasing Department.

Procedure 4.1: Competitive Solicitation

Legal Authority – SJR Rule #s: 4.06
IPC Approval Date: 08/2007
Date Revised: 01/2009; 05/2013;03/2014, 6/2015; 05/2016; 11/2021; 02/2022; 10/2023

The purpose of this procedure is to establish definitions, thresholds, and guidelines for competitive solicitations of purchases not exempt by law.

4.1.1 Definitions

- Competitive Solicitation: An invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.
- Exempt Purchase: Purchase of services or commodities listed below are exempt from competitive solicitation comparisons in accordance with FAC 6-A-14.0734:

    1. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
    2. Library books, reference books, periodicals, and other library materials and supplies.
    3. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives. This includes state, county, school board, and municipal contracts.
    4. Food
    5. Services or commodities available only from a single or sole source.
    6. Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants. This exemption does not include architects, engineers and landscape architects as provided in section 287.055 F.S.
    7. Information technology resources defined as all forms of technology used to create, process, store, transmit exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
    8. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
    9. Items for resale.

4.1.2 Overview and Guidelines

Except as noted in Item Two (2) above, competitive solicitations will be obtained prior to issuing a requisition for a purchase order in accordance with the guidelines and procedures in this section.

The following thresholds apply unless otherwise directed by the funding source (i.e., for grant-related solicitations, contact Purchasing for guidance).

TOTAL PURCHASE PRICE	MINIMUM REQUIREMENTS
$0.01 to $10,000	No formal quote or competitive solicitation is required. The requesting department shall identify the best value for the required commodity or service. Note, a statement of work must be provided if services are requested. Good judgment shall be exercised that no purchase is made at an unreasonable price.
$10,000.01 to Category 3, 287.017 F.S.	(Category 3 is currently $65,000.) A minimum of three (3) written solicitations to be submitted to Purchasing at requisition entry, unless exempt by State law FAC 6-A-14.0734.
Category 3 to Category 5, 287.017 F.S.	(Category 5 is currently $325,000.) Formal Bid or RFP issued by Purchasing and approved by the President unless exempt by State law FAC 6-A-14.0734
Category 5 to unlimited	Formal Bid or RFP issued by Purchasing and approved by the District Board of Trustees unless exempt by State law FAC 6-A-14.0734.

1. Requisitions are required for the purchase of commodities and/or services unless waived by the Purchasing Office or the Chief Financial Officer. This includes (credit) card purchases. Purchase Orders are issued and transmitted by the Purchasing Office unless alternate arrangements are approved by the Purchasing Office or the CFO on a case-by-case basis.
2. Purchases requiring multiple competitive solicitations (quotes) should be documented using the Price Comparison Documentation Form available on the Business Office web page, and the form should be submitted to the Business Office at the time of requisition entry.
3. Splitting purchases among requisitions to avoid competitive solicitation is prohibited.

4. Only the College President or designee, with the prior approval of the Chair of the Board of Trustees, is authorized to waive bid requirements in emergencies when there is an imminent threat to students, employees, or public safety, or in cases when it is necessary to prevent damage to College facilities caused by an unexpected circumstance.

Requirements for exempt purchases

The requisition should cite the reason for the exemption as listed in Section 1, Item 2 above, in the text of the requisition.

If the exemption in Section 1, Item 2(c) is applicable, the name of the contract and the contract identification number should be included in the requisition. Additionally, if other than State of Florida contracts are cited for the exemption, copies of the publicly solicited award and copies of any resultant contract or purchase order must be submitted to the Purchasing Office or the Director of Capital Assets/Risk Management to be reviewed for acceptance prior to requisition entry.

4.1.3 Additional Procurement Procedures for Purchases using funds from any Federal Government Source

The purpose of this procedure is to establish guidance in addition to SJR State Procedure 4.1, Competitive Solicitation, for procurements made from federally funded sources, including grants and contracts, in order to ensure compliance with the Federal Guidance. References are Title 48 of the Code of Federal Regulations (48 CFR), Federal Acquisition Regulations System, and Title 2 of the Code of Federal Regulations (2 CFR), Grants, and Agreements.

OVERVIEW AND GUIDELINES

The Code of Federal Regulations prescribes methodologies for procuring property and services based on dollar thresholds. These are summarized below.

- <$10,000: Micro-Purchase Threshold – May be used to obtain supplies and services without quotes or formal solicitation. While quotes are not required, all documentation received relevant to a purchase should be retained for audit support purposes. Purchases under this threshold should be reasonably priced and equitably distributed to available vendors.
- $10,000.01 - $250,000: Small Purchase Threshold - Must obtain price and rate quotations from an adequate number of qualified sources before awarding a contract and follow institutional purchasing rules and regulations.
- >$250,000.01:
    1. Sealed Bids - Preferred method of awarding contracts.
    2. Competitive Proposals - This method is used when conditions are not appropriate for sealed bids.

3. Noncompetitive (Sole Source Proposals) - Solicitation of a proposal from only one source may only be used when one or more of the following circumstances apply:
    a. The item is only available from a single source.
    b. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing competitive solicitation.
    c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request.
    d. After solicitation of a number of sources, competition is determined inadequate.

How to integrate Federal Uniform Guidance and SJR State purchasing procedures

Federal procedures will apply to purchases made from Federal sources. When SJR State Procedure 4.1 conflicts with Federal Uniform Guidance procedures, the more stringent of the two will be followed.

The table below presents a summary of how SJR State and Federal procedure will work together.

Dollar Threshold	SJR State College Procedure 4.1	Requirements for Purchases Made With Federal Dollars
$0.01 to $10,000.00	No formal quote or competitive solicitation is required. The requesting department shall identify the best value for the required commodity or service. Note, a statement of work must be provided if services are requested. Good judgment shall be exercised that no purchase is made at an unreasonable price.	No formal quote or competitive solicitation is required. The requesting department shall identify the best value for the required commodity or service. Note, a statement of work must be provided if services are requested. Good judgment shall be exercised that no purchase is made at an unreasonable price.
$10,000.01 - $65,000	A minimum of three (3) written solicitations to be submitted to Purchasing at requisition entry, unless exempt by State law FAC 6-A-14.0734	A minimum of three (3) written solicitations to be submitted to Purchasing at requisition entry.
$65,000.01 - $325,000	Formal Bid or RFP issued by Purchasing and approved by the	

Dollar Threshold	SJR State College Procedure 4.1	Requirements for Purchases Made With Federal Dollars
	President, unless exempt by State law FAC 6-A-14.0734	Formal Bid or RFP issued by Purchasing and approved by the President.
>$325,000.01Category 5, 287.017 F.S.	Formal Bid or RFP issued by Purchasing and approved by the District Board of Trustees, unless exempt by State law FAC 6-A-14.0734	Formal Bid or RFP issued by Purchasing and approved by the District Board of Trustees.

The Federal Uniform Guidance requires contracts must contain the applicable provisions as described in Title 2 of the CFR, Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Award.

Procedure 4.2: Sole Source/Single Source Purchases

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 03/2014; 11/2021

The purpose of this procedure is to define the criteria and process for designating a particular purchase as a sole source or a single source purchase and thereby is exempt from "competitive solicitation for purchases" procedure #4.1. The purpose of this procedure is to:

1. Purchase of goods or services is permissible for items meeting the criteria defined below.
2. The Organization Budget Manager will document these purchases by completing a "Sole Source/Single Source Purchase Data Sheet."
3. When completed, the data sheet will be submitted to the Purchasing Office for review and approval or disapproval. If not approved, the Data Sheet will be returned to the originator with an explanation as to why the request was not approved.

4.2.1 Definitions

- Sole Source: This refers to the purchases of equipment and other commodities and services that are unique and available from only one source. The commodity may be identified by a brand, model, catalog number, or similar identification for which no substitute is acceptable in these circumstances. Examples include:
- Technology equipment for which proprietary software is used,
- Licensed or patented goods or services,
- Goods and services that meet a specialized need not otherwise available
- Single Source: This refers to the purchase of equipment and other commodities and services which may be available from multiple sources; however, it is in the college's best interest to purchase the item from a single source. Examples include:
- Items that are compatible with existing equipment, inventory, systems, programs, or services,
- When documented solicitation results in only one vendor,
- Warranty and maintenance service provided by the manufacture,
- Goods or services designated by the Board of Trustees as single source.

Procedure 4.3 Petty Cash & Reimbursements - Repealed

Legal Authority – SJR Rule #s: 4.08
IPC Approval Date: 08/2007
DATE REPEALED: 08/2015

Repealed August 2015.

Procedure 4.4: Purchase Card (P-Card) Procedures

Legal Authority – SJR Rule #s: 4.33
SACS Mandate:
IPC Approval Date: 08/2007
Date Revised: 05/2010; 05/2012; 06/2021; 05/2023

4.4.1 Definitions

- P-Card - A Purchase Card, or Commercial credit card currently issued by a banking institution, with restricted uses and dollar amount limitations. It serves as an alternate and more efficient method for purchasing small dollar goods and services, including authorized travel expenses.
- Purchasing Department - The Director of Purchasing or designated representative charged with the responsibility and given the authority to oversee and regulate the P-Card Program.
- P-Card Holder- A College employee who has been authorized and approved to use the P-Card.
- Organizational Budget Manager - The employee responsible for the budget availability and accountability for a particular fund and organizational unit.
- Transaction Document - A sales or charge ticket/slip, sales invoice, credit memo/slip, cash register receipt, order form, internet order confirmation, etc.
- Requisitioner - The employee responsible for submitting the requisition for your organization's purchases.

4.4.2 How to acquire a P-card

Complete the P-Card application form and submit it to the Organizational Budget Manager (OBM). The OBM will route the form as indicated. When the approval process is completed, the Purchasing Department will order the P-Card and notify the requester of the card's arrival by email. Follow the directions in the email to receive your P-Card.

4.4.3 How to use the P-card

The P-Card may be used for making purchases on behalf of the College and used as a credit or debit card requiring a PIN (personal identification number). The following list of purchases serves as a general guideline and is not intended to include every conceivable purchase.

NOTE: Should there be any doubt as to what can and cannot be purchased, contact the Purchasing Department. Exceptions to the authorized purchase list must be approved by the Purchasing Department.

CAN DO:

- Approved Travel/Lodging

- Office and Educational Supplies (if not available through the purchase order process)
- United States Postal Services
- Purchasing items by phone, internet, or fax
- Magazine Subscription
- Lawncare Supplies
- Adhesives/tapes/abrasives
- Building/Maintenance/repair Supplies
- Automotive Parts/ Repairs/Oil Changes
- Paint/Lumber/Hardware
- Food Products for Athlete Recruitment, Student Travel/Activity Events, and Authorized Meetings with prior approval from CBO or designee

CANNOT DO:

- Personal Purchases
- Entertainment
- Liquor/Beer/Wine
- Cigarettes/Vape or tobacco products
- Gasoline/Diesel Fuel *
- Cash Advance
- Social Functions
- Tip/Gratuities above typical amounts **
- Taxes ***
- Decorations for the Office
- Office Furniture/Computer/Fax/Projectors
- Printers/Cameras, and tagged assets
- Institutional Dues

*Gasoline/diesel may be purchased for rental cars and when a gas station accepting the provided College gas card is not available. Fuel purchases while driving College cars should be made with College gas cards whenever possible to save taxes paid on gas products.

** Tips and gratuities can be paid up to the standard acceptable rate (i.e., up to 20% for meals) when an activity has been approved for P-Card purchase. Common examples would include athletic team meals and student activity function meals. The VP approval of a P-Card requisition indicates express approval of the event in question as well as any tip up to the commonly recognized percentage. Tips more than commonly recognized amount are not allowed.

*** The College is tax exempt in the state of Florida. P-Card holders may be responsible for taxes if charged by vendors in the state of Florida. Purchases made outside the state of Florida may incur a tax which the College will allow.

Request for P-Card Changes

All requests for name changes, dollar limit modifications, and cancellation or replacement of an authorized P-Card must be submitted via an email to the Purchasing Department. Requests will be reviewed and approved, as appropriate, by the Purchasing Department.

Request for P-Card Cancellation or Replacement

Any Cancellation must be accompanied by the P-Card which must be cut in half and sent "Confidential" to the Purchasing Department.

1. A lost or Stolen card must first be reported to the issuing bank (currently Bank of America) via their 24- hour telephone number on the back of the card (888)-449-2273 and to the Purchasing Department by email (purchasingdepartment@sjrstate.edu) so the card will be cancelled and replaced.
2. If the College is notified by the P-Card provider that a P-Card has been compromised the card will be cancelled and replaced. The P-Card holder will be notified by the Purchasing Department of the situation.
3. Complete the P-Card Application Form and submit it to the Organizational Budget Manager (OBM). The OBM will route the form as indicated. When the approval process is completed, the Purchasing Department will order the P-Card and notify the requester of the card's arrival by email. Follow the directions in the email to receive your P-Card.

Employee Agreement

Any College employee authorized and approved to use the P-Card shall be required to sign and date the P-Card Holder Agreement Form. This agreement informs the employee of their responsibilities in the use and safeguarding of the P-Card as well as the consequences if the employee is found to have misused the P-Card or failed to comply with the Terms and Conditions required of the P-Card holder.

4.4.4 P-card Holder Responsibilities

1. Check to ensure adequate budget appropriations exist before incurring any transactions.
2. Ensure that the P-Card holder is the sole user of the P-Card.
3. Make sure purchases that are within spending limits approved by the Organizational Budget Manager and restrict purchases to College-related purposes only.
4. Use the P-Card strictly according to the guidelines set forth in this procedure.
5. Safeguard the P-Card at all times.
6. Surrender the P-Card upon request or by order of the Organizational Budget Manager or Purchasing Department

7. Keep all transaction documents (i.e., charge tickets, credit slips, invoices, etc.) to permit proper reconciliation of the monthly statement and immediately forward all such documents to the requisitioner for submission to Accounts Payable in the Business Office. If P-Card holders are absent from work for any reason during this period, they must make arrangements to turn in receipts/purchase documents to the requisitioner. If receipts are lost or are unable to be obtained, P-Card holders should complete the Missing Receipt Form, have it signed by their Organizational Budget Manager, and forward to the requisitioner to create a requisition, who then will submit it to Accounts Payable.
8. Notify the Purchasing Department and Organizational Budget Manager of any problems (i.e., P-Card denial, sales tax exemption etc.) experienced when using the P-Card.
9. Ensure that the vendor provides a transaction document or confirmation number when transactions are completed by phone, internet, mail, or fax.
10. Notify the Purchasing Department and Organizational Budget Manager promptly of any purchases made contrary to these procedures (i.e., personal charges).
11. Accept only a credit on the P-Card whenever an item has been returned to a vendor. However, if the vendor cannot issue a credit to the P-Card, then notify the Purchasing Department before going further with the vendor. Under no circumstance is the P-Card Holder to receive cash.
12. When placing a telephone or internet order:
    a. Verify that the website is secure for VISA card processing by looking to see that the HTTPS appears within the address for security verification. If you are not familiar with the vendor, use caution when ordering. If you are not sure how to verify a secure website, contact the SJR STATE helpdesk for assistance at extension 4142.
    b. Provide the last four (4) digits of the P-Card if a purchase order number is requested by the vendor. This does not preclude the requirement for a requisition or a quote if applicable.
    c. Provide the vendor with the exact shipping instructions to ship to the Campus Central Receiving Area.
    d. Have the vendor clearly label all documentation resulting from a P-Card transaction as such.
    e. Ask the vendor to send any sales receipt or invoices directly to the P-Card Holder rather than the Business Office. This will avoid the possibility of having the same invoice paid twice.
    f. Ask the vendor to include in the delivery package a sales receipt or invoice, and the P-Card charge slip.

g. If the vendor will not include the name of the P-Card holder in the shipping information, the P-Card holder should contact their Campus Central Receiving Department via email or phone and notify them of a pending delivery.

4.4.5 Resolving Billing Problems

The P-Card holder is responsible for resolving any disputes or outstanding issues, clearing erroneous charges, and requesting credit for taxes charged or returned merchandise directly with the vendor. Accounts Payable cannot inquire about a P-Card holder's account. The only person authorized to resolve issues is the P-Card holder.

If a vendor issues a credit to the College for returned items, the P-Card holder is responsible for ensuring that proper credit is given on the subsequent monthly billing statement. Processing the payment should not be delayed due to credits or disputes. All charges must be paid including disputed charges in anticipation of a refund.

4.4.6 Return of Merchandise

1. The P-Card holder is responsible for contacting the vendor and obtaining a Returned Merchandise Authorization Number (RMA) and for following the supplier's return policy.
2. All returned items should be sent to the P-Card holder's Campus Central Receiving for shipment to the supplier.
3. The P-Card holder is responsible for keeping a record of the return until the account is credited. Included should be the date of the original transaction, item orders, quantity ordered, quantity received, date of the credit/replacement transaction, quantity to be returned, the disposition (replacement requested or credit requested), reason for return, P-Card holder's name, Fund, Organization Unit Number and Account Code. This is required for dispute resolution.
4. A copy of the information obtained in #3 above should be forwarded along with the item(s) to your Campus Central Receiving Department, who will obtain a signature of the carrier's driver picking up the item(s).
5. It is the P-Card holder's responsibility to ensure that the credit appears on the next statement.
6. Under no circumstances is the P-Card holder to receive a cash refund.

4.4.7 Personal P-Card Expenses Charged in Error

The P-Card is to be used solely for authorized College purchases. Personal usage is not allowed. If the P-Card is erroneously used to make a personal purchase, notify the Purchasing Department immediately. Reimburse the College by paying cash or making a personal check or money order payable to SJR STATE, including the Fund, Organizational

Unit and Account Code. After making payment to the Business Office, the receipt must be sent to Accounts Payable along with the requisition for this purchase.

4.4.8 Sales Tax

The College is exempt from paying local, county, and Florida state sales tax. The Tax Exemption Certificate, available by request from the Purchasing Department from the Florida Tax Commission, should be provided to the vendor whenever transactions are made. If a vendor is reluctant to accept the College's tax-exempt status, please notify the Purchasing Department as soon as possible, and find another vendor for your order.

The P-Card holder should make a diligent effort to utilize the College's tax-exempt status within the State of Florida. Purchases from organizations that do not have a process to recognize tax-exempt status (i.e., Online sales) and purchases outside the State of Florida may include sales tax if (a) the exemption is not available, (b) the purchase price with tax is less than can be reasonably obtained elsewhere, (c) if the time necessary to obtain the tax exemption prohibits the College from receiving benefit of the purchase in a timely manner, or (d) obtaining the tax exemption would require more staff time than would be worthwhile to the College. Exceptions to the tax-exemption purchase requirement should be relatively infrequent. Continual purchases which include sales tax, without a valid reason, may result in loss of P-Card privileges.

4.4.9 Program Noncompliance

Any noncompliance with the procedures or employee agreement may result in an action from the Purchasing Department such as:

1. Canceling the P-Card of the holder
2. Canceling the Organizational Unit participation in the program
3. Recommending disciplinary action to include criminal charges, if appropriate

4.4.10 Requisitioner Responsibilities Pertaining to P-cards

Requisitioners receive and hold receipts/purchase documents for the P-Card holder. Accounts Payable will send requisitioners the statement from the banking institution for the P-Card holder no later than the 5th of the month, unless this date falls on a weekend, at which point the statements will be sent the following Monday.

1. Requisitioners will create one (1) requisition per P-Card holder statement with the following detailed information included:
    a. Vendor will be Bank of America (BANAME)
    b. P-Card holders will be named in the Document Text
    c. Each Charge will be listed on its own line and include the following:
        i. Actual Vendor name used by P-Card holder for purchase.

ii. Date the Purchase was made.

iii. What was purchased.

2. Each requisition must match the statement received from Accounts Payable.
3. Accounting for the requisition needs to match what was purchased and debit the correct Fund, Organization, and Account. This may require multiple accounting lines.
4. Requisitions must be completed and submitted with receipts to Accounts Payable by the 10th of each month.

4.4.11 Organizational Budget Manager Responsibilities

1. Assuming overall responsibility for designated employee's use of the P-Card.
2. Authorizing an employee to be issued a P-Card and ensuring that the employee is personally informed of all terms and conditions imposed with the privilege of using the P-Card including dollar limitations and restrictions placed on the P-Card.
3. Requiring P-Card holders to adhere to all program procedures and revisions thereto.

Procedure 4.5: Travel Authorization and Reimbursement Procedures

Legal Authority – SJR Rule #s: 4.37
IPC Approval Date: 10/01/07
Date Revised: 02/01/06, 07/01/06, 05/09/07, 10/01/07, 08/01/11, 05/2015; 04/2016; 04/2017; 01/2022; 05/2023

To establish definitions, procedures and forms related to authorized travel for official or professional College business on behalf of St. Johns River Community College in accordance with Florida Statutes 112.061.

College employees, members of the St. Johns River State College Board of Trustees, students traveling on approved college trips, and in pre-approved cases, volunteers may be reimbursed for travel expenses when on college business. The procedures for travel reimbursement are categorized as follows:

- In-District Travel
- Out-of-District Travel
- International Travel
- Student Travel

There are separate forms for Mileage and Tolls Reimbursement, Out-of-District Travel involving hotel and meals, and Student Travel. International Travel authorization and reimbursement should use the Out-of-District form.

4.5.1 General Procedures

Official Headquarters/In District Travel

The official headquarters for St. Johns River State College is defined as Clay, Putnam, and St. Johns Counties, which comprises the St. Johns River State College District. The employee's normal campus assignment is considered their official headquarters.

COLLEGE VEHICLES

College vehicles may be reserved for approved college business. Only a college employee or an insured individual who is authorized by the College may serve as the driver of a college vehicle. Request for the use must be supported, seven days prior to departure, by completion of the Driver approval request form, which will include the following:

- The driver information (name, address, phone number, social security number, driver's license number);
- The college information (department, supervisor, office account number, trip purpose, destination, dates, number of passengers). A gasoline credit card is available for use only with college vehicles. Reimbursement for fuel (for college vehicles only) must be substantiated with receipts. Wherever possible, the employee should use the college gasoline credit card to purchase gas for college vehicles. P-Cards should not be used to purchase gasoline except in emergency situations.

USE OF PRIVATELY-OWNED VEHICLE

Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate of 44.5 cents per mile. Reimbursement for expenditures related to the ownership, maintenance, and operation of a vehicle (including gasoline) are not allowed when privately owned vehicles are used on college business. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation or from the SJR STATE official mileage chart. If the destination is not available from one of these sources, the employee should use a recognized internet mapping service, such as MapQuest (www.mapquest.com) or Google Maps (www.maps.google.com) . Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the travel request and reimbursement form. Excessive vicinity mileage may require justification. Mileage should be rounded to the nearest whole mile. A traveler shall be entitled to the common carrier fare for such travel in lieu of a mileage allowance if determined by the budget manager to be more economical. Reimbursement for in-district and out-of-district miles where lodging and meals do not apply should be requested on a Mileage and Tolls Reimbursement Form, submitted on a monthly basis. No traveler is allowed either mileage or transportation expense when he or she is gratuitously transported by another person or when he or she is transported by another traveler who is entitled to mileage or transportation expense. Multiple employees attending the same meeting should travel together when feasible. If more than one vehicle is used for the same destination, the allowance may be divided, as determined by the Chief Financial Officer.

FRAUDULENT CLAIMS

Travelers are reminded that Section 112.061(10), Florida Statutes specifically requires that travel request and reimbursement forms contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of his or her official duties and shall be verified by a written declaration that it is true and correct as to every material matter. Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids of assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree. Whoever receives an allowance or reimbursement by means of a false claim will be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

In-District Travel Procedures

Employees should confirm travel approval and budget availability from the budget manager prior to in-district travel. A travel authorization form is not required for in-district travel when only mileage and tolls are incurred. All in-district travel reimbursements should be requested via a Mileage and Tolls Reimbursement Form, approved by the budget manager,

and sent to the Business Office for processing. Generally, travel that occurs within the service district of Putnam, St. Johns, and Clay County should not include costs for overnight stays. In situations where it is necessary for the traveler to incur such overnight stay costs, justification must be provided using the Out-of- District travel authorization request and reimbursement form. Vice President or President approval is required for hotel/meal costs for in-district travel.

ECONOMY IN TRAVEL

The supervisor of several employees traveling to a common destination should determine the most economical mode of transportation (i.e., carpool, college owned vehicles, etc.). The supervisor may base approval for the travel reimbursement on the stipulated use of the carpool or the College owned vehicle. Sharing of college resources is encouraged in order to reduce the expenses to the College.

When an employee travels for the day and does not report to work at their normal assigned campus or travels to multiple campuses in one day, the employee should only request mileage reimbursement for miles driven on official travel less the number of miles typically driven round- trip commuting from home to work. Faculty who are assigned to multiple campuses in order to meet their faculty load requirements or choose to accept an overload on another campus are not eligible for mileage reimbursement. Any exception to this policy must be approved in writing by the appropriate academic Vice President prior to the effective term.

4.5.2 Out-of-District Travel Procedures

AUTHORIZATION

An Out-of-District travel authorization request and reimbursement form must be submitted for all out-of-district travel involving an overnight stay, indicating the estimated expenses to be incurred, the departure and return dates of the travel, and the destination with the statement of benefit completed. Any travel requiring prepayments for airfare, or registration fees must be submitted 3 weeks prior to the departure date. When a change in the reimbursement amount occurs greater than $100.00 from the original authorization, additional approval from the budget manager is required. Out-of-District travel must be approved by the traveler's supervisor, the budget manager of the department, and the supervising administrator. If the out-of-district travel does not involve an overnight stay, the request for reimbursement should be made via the Mileage and Tolls Reimbursement Form submitted monthly.

AIRLINE TICKETS

Airline tickets should be purchased through P-card if either the traveler or the budget manager has one assigned. Tickets should be purchased only after the travel request and reimbursement form has been approved by the immediate supervisor. The traveler will attempt to secure the most satisfactory and economical ticket available taking into account the timing of the meeting as well as the employee's on-campus duties.

An out-of-district travel request and reimbursement form should be submitted to the Accounting Office within 5 working days of an employee's return to work.

PER DIEM, MEALS, AND LODGING OVERNIGHT TRAVEL

All travelers will be allowed subsistence when travel requires an overnight stay. The person attending such meetings or conducting such business will have the option of exercising either of the following for each full day of travel:

Eighty dollars ($80) per diem. The travel day is divided into 4 quarters of 6 hours each. Per diem shall be paid for any quarter, or portion thereof, in which a traveler is in travel status.

- 1st quarter = 12:01 a.m. to 6:00 a.m.
- 2nd quarter = 6:01 a.m. to 12:00 p.m.
- 3rd quarter = 12:01 p.m. to 6:00 p.m.
- 4th quarter = 6:01 p.m. to 12:00 a.m.

OR

If actual expenses exceed per diem, the amounts permitted for meals plus actual expenses for lodging at a single occupancy rate to be substantiated by itemized paid bills.

- Breakfast - $6.00 – When travel begins before 6 a.m. and extends beyond 8 a.m.
- Lunch - $11.00 – When travel begins before 12 noon and extends beyond 2 p.m.
- Dinner - $19.00 – When travel begins before 6 p.m. and extends beyond 8 p.m.

When lodging or meals are provided at a State institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for above. No one, whether traveling in state or out of state, shall be granted a meal allowance for any meal or reimbursed for any lodging included in a convention or conference registration fee paid by the College. Events included in conference agendas such as, breakfasts, box lunches, buffets, dinners, and banquets, would ordinarily be considered meals. Events such as, breaks, hors d'oeuvres, continental breakfasts, and receptions ordinarily would not be considered meals.

DAY TRAVEL

Neither meal reimbursement nor Per Diem allowance is authorized for travel that does not require overnight lodging. Reimbursement for trips of this type should be claimed by filing a Mileage and Tolls Reimbursement Form.

RENTAL CAR

The applicable budget manager of the department must approve the use of a rental car in advance via the travel request form. The class of car rented should take economy and space needs into account. There are contracts that can be used when renting a car to help get the best price. For that information, please contact the Purchasing Department via

email at purchasingdepartment@sjrstate.edu, and they will provide you with information in regards to current contracts.

REIMBURSABLE EXPENSES

Authorized College travelers may be reimbursed for incidental travel expenses incurred. All receipts should be placed in date order, affixed to an 8 ½ x 11 sheet of paper, and attached to the Out-of-District Travel Request and Reimbursement form. Taxi fares, storage, parking and toll fees, communication expenses, and registration fees may be reimbursed. Documentation required is as follows:

- Receipts for taxi fares in excess of $15 on a per-fare basis.
- Receipts for storage, parking fees, or tolls in excess of $15 per instance.
- Communication expenses, including telephone calls, wires, and/or faxes, incurred as a result of College business are allowable. All communication expenses must be listed on an attachment to the travel request and reimbursement form, labeled in detail, and substantiated by a receipt.
- Registration fees incurred in the course of college business, are allowable and must be substantiated with an agenda, paid receipt, and printed documents indicating the registration fee, and the place and date of the event.
- Actual amount paid for parking charges. Mandatory valet parking incurred in the performance of public business is acceptable only when self-park is not an option.
- Actual portage charges paid which shall not exceed $1 per bag, $5 per occasion.
- Actual laundry, dry-cleaning, and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
- Actual fee charged to exchange currency necessary to pay official travel expenses.
- Actual cost of maps necessary for conduction official business.

4.5.3 International Travel Procedures

International Travel procedures are the same as Out-of-District Travel procedures except that the President must approve the travel in advance of the trip.

4.5.4 Student Travel Procedures

Student Travel should be approved in advance by the Vice President in charge of the budget from where the expenses will be paid (or his/her designate). Reimbursement of student travel should be requested by filing a Student Travel & Reimbursement Form. Economical efficiencies are encouraged for student travel including the use of vans and multiple individuals sharing hotel rooms. Students do not have the option of a per diem in lieu of hotel and meal costs. Student meals are reimbursed as follows:

- Breakfast: $6.00 when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
- Lunch: $11.00 when travel begins before noon and extends beyond 2:00 p.m.
- Dinner: $19.00 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

If commercial air is involved, the employee organizing the student travel should work with the Purchasing Office to determine the most efficient travel arrangements considering the time requirements. The Purchasing Office should be contacted as soon as possible to begin the process. Employees should not finalize ticket arrangements without Purchasing Office consent. The method of ticket purchase (P-Card, requisition, etc.) may vary depending on the circumstances, as directed by the Purchasing Office.

Employees may request advance checks to cover meal money for students through the normal requisition process. Student signatures must be obtained to document receipt of their meal money using the “Student Acknowledgement/Receipt of Meals or Money” form. An employee cannot receive a meal money advance check without clearing advance checks from previous trips with the Business Office. Student travel receipts and documentation must be submitted within 5 days of return to campus.

Procedure 4.6: Cellular Devices Procedures – Repealed

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised:03/2014, 09/2016, 08/2022

Deleted – approved at 08/02/2022 IPC Meeting

Procedure 4.7: Online Document Approval Procedures - Requisitions

Legal Authority – SJR Rule #s: 4.35
IPC Approval Date: 08/2007
Date Revised: 06/2015, 02/2022, 09/2025

This procedure documents the process for requisition approval using the on-line features of Banner, the College's enterprise-wide software:

1. Requisition approval authority is granted only for expense budgets, or in the case of a combined expense and salary budget, only for the expense portion (account codes 6xxxx and 7xxxx) of the budget.
2. Requisitions may be approved through Banner Production or Banner Web.
3. The approval system directs a requisition through an online path to obtain required approval(s) for the purpose of generating a purchase order to procure goods and/or services, to pay an expense, or to establish a budgetary encumbrance.
4. The approval path is comprised of approval queues which are sequenced in accordance with the hierarchy of the College for budget management and purchasing authority and is managed through dollar-amount queue thresholds.
5. Assignment of approval responsibilities and approval dollar-limit thresholds (including default thresholds, if desired) are determined by the Vice President having responsibility for a departmental or functional area, with the exception that in accordance with Board Policy 4.35, requisitions at or above the Board approved threshold also require approval by the College President.
6. Requests for establishing, modifying, or removing requisition approval authority for a user should be submitted in writing (e-mail is acceptable) to the Vice President/CFO or designee.
7. Queue levels within a queue may be requested to route requisitions sequentially based on dollar threshold and/or based on a user's responsibility for reviewing and/or authorizing a purchase, expense, or budgetary encumbrance transaction.
8. Approvers are responsible for ensuring requisitions approved are allowable purchases and are in compliance with College budgeting guidelines.
9. Incorrect requisitions and those no longer needed may be disapproved by persons with approval authority for that requisition at any time before the requisition completes the path through the approval system.
10. Disapproved requisitions are changed into an 'incomplete' status and the originator is sent a disapproval notification message automatically by Banner.
11. Disapproved requisitions may be corrected and recompleted. Recompleted requisitions follow the full approval path from the beginning point. Notification should be sent to the Purchasing Department should a disapproved document no longer be needed and purchasing staff will remove it from Banner.

12. All requisitions should clear the approval system within an approval period, which is typically by the end of the first week of the month following the month the requisition was entered into Banner (not the completion date of the requisition, but the entry date).
13. Incomplete requisitions and requisitions which have not cleared the approval system by the end of an approval period will be deleted from Banner by purchasing staff.
14. Sufficient budget must be in place in the proper account codes to cover the cost of a requisition prior to requisition entry, except in cases of declared emergencies or exceptions approved by the Vice President/CFO, Controller, or Director of Purchasing.
15. Requisitions entered with insufficient budget are marked 'NSF' by Banner and routed to an NSF queue until the budget is in place; failing appropriate budget reconciliation, the requisition will be disapproved and removed from Banner.
16. Delegated approval authority may be established on a case-by-case basis. Requests to establish approval delegation should be submitted in writing to the Vice President/CFO or designee.
17. Implicit Approvals: The approval system operates on implicit approvals. If the originator of a requisition is also an approver, his/her approval will be assumed and recorded by Banner when the requisition is completed. No additional approval by this user is required; however, all other required approvals are necessary.

Procedure 4.8: On-line Office Supply Ordering Procedures

Legal Authority – SJR Rule #s: 4.35
IPC Approval Date: 08/2007
Date Revised: 03/2014; 11/2021

The purpose of this procedure is to provide instruction regarding the proper on-line ordering procedures with Office Depot, Staples, or any other online contracted office supply retailer.

4.8.1 REQUEST TO BE SET-UP FOR ON-LINE ACCESS

1. An email should be sent to the purchasing department via the department's email purchasingdepartment@sjrstate.edu requesting permission.
2. This person must be an authorized user of the department and should have authority to process requisitions for the department.
3. The purchasing department will then set up the account and inform the employee when they have access to order. The purchasing department will provide any training needed.

4.8.2 PROCESSING AN ON-LINE ORDER

1. Check FGIBAVL in Banner to ensure budget is available in the proper Account Code for purchase.
2. Place an online order on the proper website; do not use the general retail websites. The purchasing department will supply each authorized user with a specific webpage that provides dedicated contract pricing for SJR State.
3. Print confirmation e-mail that comes after order is placed. (You will need this for the next step.)
4. Create a Requisition in Banner for the order you just placed online. (Itemizing each item is not necessary, go by example below.)
5. Description Line: Online Order - 264023653-001 – pens, toner cartridges, note pads, etc. for Business Office.
6. U/M line: JOB
7. Quantity line: 1
8. Unit Price line: enter total amount of order placed
9. If the order splits into multiple transactions repeat "a – d" until all transactions are properly reported on the requisition.
10. Finish requisition as usual with the correct accounting for order. (Be sure to place minor equipment under 66506 or 70500 not 65502)
11. Complete the requisition.

12. Write the Requisition # on the top of the printed order and send it to Central Receiving for the campus it is to be delivered to (PAC, SAC, OPC).
13. Do Not send to the Business Office, central receiving will forward after order has been checked in and forwarded to recipient.
14. Forward the e-mail order with the R# typed on the top of the e-mail to your supervisor so they will know what they are approving in Banner and ask them to approve the Requisition.
15. The Requisition will then be approved by the Business Office for budget and appropriate coding.
16. When the requisition has been approved to become a purchase order, the Business Office will release the order to be filled.
17. The order will be checked in by Central Receiving on the campus it is being delivered to and forward to the recipient on the order.
18. The invoice and the printed online order with the R# written on it will then be forwarded to the Business Office for payment.

Procedure 4.9: Invoice/Payment Processing Procedures

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 08/2015; 11/2021

The purpose of this procedure is to establish standard criteria and requirements for acceptable documentation of invoice payments in order to provide for the pre-audit and post-audit of expenditure transactions.

4.9.1 GENERAL INFORMATION

1. All invoices are to be sent to the Business Office.
2. Invoices are required to have the following information:
    a. Purchase order number and or requisition number
    b. Product and or service
    c. Quantity of items
    d. Price of each item
    e. Shipping amounts, if appropriate
    f. Invoice number
    g. Invoice payment terms
    h. The college is tax exempt so no taxes are to be on any invoices.
3. All colleges' purchases, except as noted in Item III below, should be delivered to the Palatka, St. Augustine, or Orange Park Central Receiving Department. The merchandise will be inspected and verified with the corresponding purchase order. The online Receiving Goods Form in Banner will be completed if the merchandise meets all of the college's requirements. An example of documentation is a packing slip.
4. P-Card receiving requirements are documented in the St. Johns River State College Operating Procedures under procedure number 4.4.
5. Budget must be available for any invoice payment to be processed.
6. If invoice request for payment does not include all necessary information, Accounts Payable will notify via email and attachment of the original invoice to the originator of purchase and/or service for the missing information.
7. All vendor checks will be mailed through the United States Post Office. Special instructions must be documented in the requisition request under the document text. Some examples are: copy of registration form, copy of confirmation number for hotel rooms, and special handling issues.

4.9.2 STANDARD CRITERIA AND REQUIREMENTS FOR DOCUMENTATION OF INVOICES AND PAYMENTS

1. Invoice with a purchase order and receiver
    a. Verify that invoice corresponds with purchase order
    b. Receiver number is in the On-Line Accounting System
    c. Invoice is processed for payment
2. Invoice with purchase order but no receiver
    a. Verify that invoice corresponds with purchase order
    b. Email and attach a scanned copy of the invoice to the originator of the purchase with a request for proof of delivery and authorization to pay.
    c. Invoice is processed for payment.
3. Invoice with purchase order, no receiver, and invoice does not match purchase order
    a. Verify that invoice corresponds with purchase order
    b. Email and attach a scanned copy of the original invoice is to the originator of the purchase with a request for variance in dollar figures from invoice to purchase order and a request for proof of deliverance requirements.
    c. A dollar variance of ten percent (10%) between the invoice and the purchase order is allowable with an explanation from the originator. An example is that shipping cost was not part of the original purchase order.
    d. A dollar variance of more than ten percent (10%) between the invoice and the purchase order must be approved by the appropriate department Budget Manager to authorize the Purchasing Department to increase the dollar amount of the purchase order.
        e. Invoice is processed for payment if the above requirements have been met.
4. Invoice with no requisition number, purchase order number, and receiver.
    a. Email and attach a scanned copy of the invoice to the originator of the purchase with a request for a requisition number and/or purchase order number and a request for proof of delivery requirements.
    b. Invoice is processed for payment if the above requirements have been met.

4.9.3 EXCEPTIONS TO STANDARD CRITERIA AND REQUIREMENTS FOR DOCUMENTATION OF INVOICES AND PAYMENT

1. Fund 3 purchases require additional approval from the appropriate Auxiliary department manager. A notification of signature will confirm approval for payment that includes all variances between the purchase order and invoice under and over the 10% allowance.
2. Fund 7 purchases require additional approval from the Director who oversees Fund 7 accounting. A notification of signature will confirm approval for payment that includes all variances between the purchase order and invoice under and over the 10% allowance.
    a. Examples of Fund 7 invoices include but not limited to construction, maintenance work, IT Refresh, PECO, and purchases made with Capital Improvement Fees.
    b. When it is not practical to deliver unexpended Plant Fund (Fund 7 Construction) purchases through central receiving process, the receiver will coordinate with the Director who oversees Fund 7 accounting the documentation to support the receipt of the goods or services.
    c. The Director will approve unexpended Plant fund - Fund 7 Construction variances between the purchase order and invoice under and over the 10% allowance.
    d. Construction applications for payment (AFP) and direct purchases in accordance with construction contracts should be delivered to the Director who oversees Fund 7 accounting for payment auditing and further processing.

4.9.4 MONTHLY RECURRING PAYMENTS

Recurring payments applicable to a particular purchase order should have an encumbered purchase order number noted on all invoices. Recurring payments are defined as those payments that occur monthly or periodically for the same or similar amounts, such as a maintenance agreement payment.

The Accounts Payable Department will pay monthly invoices against the encumbered purchase order until such time that the encumbered money is consumed by payment.

Definitions

- Invoice - A list of goods shipped or services rendered, stating product, quantity, and price.
- Invoice Number - A unique identifier that can include numbers and/or letters provided by the company.

- Invoice Payment Terms - A specification on how the money is to be received and the number of days in which payment is required.
- Pre-Audit - The process where invoices are verified as to goods/services, receipt, purchase order, and authorized for payment.
- Post-Audit - The process where payment documents are reviewed to ensure that documentation supports the expenditure after the payment has been processed and posted to the College's accounting system.
- Product and/or Service - A detailed account of merchandise and/or service rendered.
- Purchase Order - A commercial document used to request someone to supply something in return for payment and providing specifications and quantities.
- Purchase Order Number - A number that is assigned by Purchasing that confirms that the request by a requisition for service and or merchandise has been approved by the college's requirements.
- Receiver - A documented form of acceptance.
- Receiver Number - A number that is assigned by Central Receiving that confirms that all merchandise or services have been accepted to the college's requirements.
- Requisition - A request for purchase, and subsequent payment, of goods and/or service.
- Notification of Signature - A manual signature that evidences the merchandise or service has been received according to College's requirements.

Procedure 4.10: Non-Employee Professional Services

Legal Authority – SJR Rule #s: 4.11
IPC Approval Date: 08/2007
Date Revised: 11/2021

The purpose of this procedure is to establish criteria and processes to contract with and pay non- employee professional services other than architects, engineers, and landscape architects. This procedure should be used to authorize and pay non-employee services which are not otherwise contracted.

1. The Non-Employee Professional Services Authorization and Agreement for Professional and Consulting Services (Part I) must be fully approved prior to services being performed.
2. The agreement is designed to handle lump sum (single) payments, annual authorizations (per fiscal year), and multiple payments.
3. After authorization is approved by the President, the President's Office will return the executed original contract to the Purchasing Office, where the original will be retained on file, and a copy will be returned to the Organizational Unit Manager.
4. Upon receipt of the fully executed contract, a requisition will be initiated immediately by the Organizational Unit Manager to obligate the total amount of the authorization against the budget.
5. Upon completion of services set forth in the contract, Part 2 (Invoice) of the Professional Services Agreement is completed (requires requisition or purchase order number) and forwarded to Accounts Payable for payment.
6. In the case of multiple payments, a completed Professional Services Agreement Part 2 must be submitted, after services are performed, to Accounts Payable for each of the payments indicated in Section III C, Multiple Payments.
7. All work must be completed within the dates indicated in the 'Date of Service to be Provided' section of Part I.
8. Services/work performed must be within the scope detailed in the 'Description of Services and Deliverables' section of Part I.
9. In the event that, at the College's discretion, all or part of the services or deliverables will not be required, or in the event that the contracted party is unable to deliver all or part of the work to be performed, payment will not be made for work not performed. Written notification of such shall be sent to the Purchasing Office requesting that the unused portion of the Purchase Order be terminated. Purchasing will verify the status of the Purchase Order and notify Accounts Payable of the termination. When the Purchase Order is terminated, any remaining un-obligated funds will be released from encumbrance and returned to the Organizational Unit budget.

Non-employee Professional Services include, but are not limited to, the following:

- Artistic services
- Instructional services
- Health services
- Academic program reviews
- Lectures
- Attorneys (other than Board)
- Legal services
- Auditors
- Consultants
- Individual security services

Procedure 4.11: Laboratory/Special Course Fees, User Fees, and Fines

Legal Authority – SJR Rule #s: 4.22(R2)
IPC Approval Date: 08/2007
Date Revised: 01/2009; 05/2016; 09/2023

The purpose of this procedure is to provide procedures for the addition, removal or change of user fees for college courses including lab fees, special fees, insurance fees, and testing fees in accordance with FS 1009.22 and FS 1009.23. These fees shall not exceed the cost of the services provided and shall only be charged to persons receiving the service or persons for whom services are designed.

This procedure includes the 1) Definition of which costs are considered unusual, 2) Documentation required to support the anticipated unusual costs and the expected number of students, 3) The period of time used in making the determination, 4) the review process to ensure that only appropriate costs are included in the fee calculation, 5) the manner and frequency of presentation of the proposed fees for approval by the Board, and 6) the frequency that such fees will be evaluated.

4.11.1 TYPES OF USER FEES AND FINES

1. Laboratory Fee: These fees are assessed for laboratory costs in conjunction with a course, laboratory fees may also be assessed for courses without formal laboratory schedules. The assessed fee will include items considered "unusual costs" as defined in this procedure.
    a. Equipment and supply estimates will be determined by the instructional area.
    b. The useful life of equipment may vary depending on the course application. The instructional department will determine the useful life of equipment.
    c. If not easily determinable by the instructional department, the Purchasing Department may be contacted to secure specific quotations for identified software, supplies and/or equipment based on the Instructional Department's needs.
2. Testing Fees: These fees are assessed and should include the cost of the test as well as the cost of administering and processing the test.
3. Library Replacement Charge: The Library will charge for lost materials as follows:
    a. In Print Replacement Charges: Replacement cost will be the greater of the price paid by the State of Florida or the current price found in Books in Print or other online book databases.
    b. Out-of-Print Charges: Replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current Bowker Annual of Library and Book Trade Information.

4. Insurance: These fees are assessed for Professional Liability Insurance and are based on the actual cost of the insurance.
5. Special Fees: These fees are assessed for unusual consumable materials and service associated with a course that is not covered above.
6. Fines: The fine may be imposed on those who violate college policy or procedure.

4.11.2 ADMINISTRATION OF USER FEES AND FINES

1. New Fees and Fines - The Chief Financial Officer (CFO) will be notified by the college department requesting a new fee no less than 90 days prior to the fee being assessed to students. Upon notification, the CFO will initiate the appropriate public notice and present the fee proposal and applicable language to the department responsible for publishing such notice.
2. Periodic Review and Evaluation of Fees - The appropriate Academic or Student Affairs departments shall collaborate with the CFO to review and prepare a recommendation to the President before presentation to the Board of Trustees.
3. Presentation of Fees to the Board - The CFO will ensure fee changes are properly placed for public notice per Florida Statutes before the Board of Trustees takes action. Fees may be presented to the Board of Trustees on an "as needed" basis, or during the annual budget process at regularly scheduled board meetings.
4. Documentation of Unusual Costs - The appropriate Vice President in collaboration with the CFO will develop forms and definitions of documentation needed to justify unusual costs as outlined in this Procedure.

4.11.3 Definitions

- Base Cost of a Course: Every course is assumed to be provided an instructor, a general classroom furnished with student seating, a "chalkboard/white board" and related supplies, a lectern, and storage; access to general audio-visual equipment, library collection and services and an open computer lab; and materials including a class syllabus, tests and evaluations. Instructors are provided access to personal computers, the internet, and email.
- Unusual Costs: Cost above the base cost of a course to include specialized software, specialized equipment/ vehicles/facilities; a lab aid; tutor; proctor, videos/tapes, maintenance agreements for hardware and software maintenance, substantial use of printing or computer supplies such as those caused by Gordon Rule requirements, and externally mandated programmatic requirements for instructor support costs.
- Fine: A punitive amount assessed by the college in conjunction with the violation of college policy or procedure.

4.11.4 Basic Practices and Assumptions

1. Consistency - Fees for the same course number college-wide will be the same for all sections regardless of campus.
2. Distance learning fees will not be assessed for web enhanced credit courses.
3. Fees will be rounded up to the next dollar amount.
4. Fees assessed must be reasonable in amount and not overly burdensome. Fees, in some cases, may be less than the supplies or equipment furnished.
5. Lab Fees will not be charged for off campus sections.
6. Summary information will be documented on the forms attached. The Instructional Department will be responsible for maintaining auditable, detailed documentation supporting the forms submitted for approval.
7. Fees determined by this procedure will be used for (5) academic years unless there is a need to modify the fee sooner.

Procedure 4.12: Property Management

Legal Authority – SJR Rule #s: 4.14; 4.21
IPC Approval Date: 08/2007
Date Revised: 11/2008; 02/2014; 06/2015; 02/2022; 10/2022; 7/2023; 4/2024

The purpose of this procedure is to promulgate policy and establish procedures for the proper control and management of SJR STATE's owned tangible personal property.

The functions of a Property Inventory Management System are to establish responsibility for our property resources; to provide accountability and control over these resources; and to safeguard these resources so they are used for their intended purpose.

We are all entrusted with College-owned resources to enable us to provide a high level of service in the accomplishment of our overall mission. The proper management of our property resources is a shared responsibility. Consequently, an effective property management system not only requires clearly identified responsibilities and procedures but proactive coordinated actions between the Property Management staff and the responsible Departments throughout all phases of the property's life cycle which includes acquisition, use and disposal.

4.12.1 RESPONSIBILITIES

College President - has the ultimate and overall responsibility for the safeguarding and custody of all SJR STATE property.

Chief Financial Officer – is directly responsible to the SJR STATE President for the accounting of all College property and maintaining a property management system that includes adequate controls and policies.

Department Property Custodian – is responsible and accountable for all property assigned to his or her department. The President has assigned the responsibility for property accountability to the Vice President of each department. The Vice President of the department may not delegate this responsibility; however, Functional Property Coordinators should be appointed to maintain daily oversight of this assigned property.

Functional Property Coordinator – to the extent allowed by their normal duties, reasonably safeguard all assigned property and equipment on his or her list and report problems with maintenance, control, or any change in location. The Functional Property Coordinator is also responsible to process reports and requests for any action (i.e., relocation of equipment, surplus…etc.…) that has impact to their property list.

Property Manager – manages the property management system ensuring the functions of accountability, utilization and disposal are properly and effectively managed. The Property Manager is responsible for developing, administering, and facilitating property management policies and processes.

Property Staff – are charged with the responsibility of receiving, tagging, and assisting the Property Manager as needed.

College Staff - individually and collectively, all staff shall be responsible for the proper use and care of equipment/property personally used in their academic and/or administrative work. The unauthorized use of College property by employees on or off campus, for private, personal or any other use which does not benefit the College or its direct support organizations is prohibited.

4.12.2 PROCEDURE

Acquisition

Acquisition of Tangible Personal Property items results from various means which includes purchases, donations, gifts, grants, and receipt as surplus/excess property. Regardless of the source of acquisition, if the property item meets the accountable property thresholds, then property accountability measures applies. These measures include a SJR STATE property identification tag being affixed to the equipment, a property record established and the equipment's addition to the College property list.

Purchase of Property Items including through Grants

1. The proper account coding of equipment is extremely important. Using the correct inventory account code will ensure the item is added to the applicable department's property inventory list. The following account codes apply when considering a purchase:

    a. 70500 Minor Equipment – Non-Capitalized less than $1,000
    b. 70600 Minor Equipment – Non-Capitalized greater than or equal to $1,000 but less than $5,000
    c. 71000 Furniture & Equipment – Greater than or equal to $5,000 (Capitalized)
    d. 71021 Vehicles – Purchases of vehicles with a cost greater than $5,000

    To determine the proper coding, both freight and any associated installation are included in the cost determination of the equipment. For example, if someone purchased an item for $900 and shipping costs are estimated at $125, then account code 70600 applies because the total costs equate to $1,025.

    All equipment with account codes of 71000 and 71021 will be tagged and included in the college property inventory system.

2. Capitalized Tangible Personal Property has a limited useful life, and as a result depreciation expense and accumulated depreciation are recognized over the asset's useful life using a straight-line basis. The following are the estimated useful lives for depreciable items:

    - Computer Equipment – 3 years
    - Vehicles, Office Machines, and Educational Equipment – 5 years
    - Furniture – 7 years

3. Fixed Equipment, such as an entire HVAC system, is capitalized as part of a new building construction or when replacing an entire HVAC system. However, when

individual components of an HVAC system are replaced (air handler, cooling tower, chiller, water pump), those components are expensed and not capitalized.

As discussed, the procedures for property accountability also apply to property items acquired through Grant Funds. This includes property acquired through grants and contracts received directly by the College as well as those initially awarded to another entity and subsequently transferred to the College. The ownership rights to property acquired through grant funds varies by sponsor. However, the College is required to tag, inventory and manage property purchased with grant funds in the same manner as property purchased with College funds, unless the terms and conditions of the grant award specifically give ownership rights to the individual sponsor.

Property Acquired through Donations, Gift, or other means

1. The requirements of accountable property are also applicable to equipment acquired through donations, gifts, and other means.
2. A department receiving donations or gifts of property meeting the accountable property thresholds is responsible to notify the Property Manager within 10 calendar days of receipt by email. Any letter, deed of gift or transfer should be attached to the email.
3. The Property Management staff will assign a Property Tag number and issue/affix the SJR STATE identification tag for the equipment.

Tagging of Accountable Property

Establishing a Property Record and tagging of equipment is an essential step of inventory management. All property meeting accountable property thresholds shall be tagged within 10 calendar days of its receipt. To ensure that all items are properly marked, all materials and equipment purchased through use of the College operating budget shall be received by a Central Shipping and Receiving Facility and tagged upon arrival before it is given to the user and placed in use.

1. Upon arrival, a decal or other permanent marking is affixed directly to all accountable property and is used to identify the property throughout its lifetime. The decal should not be removed or marking impaired. Some items will not have tags affixed because of the type of item; if possible, the number is etched or marked with a permanent ink. One exception includes any property item whose value would be significantly impaired by the above required markings. However, in all such cases, the property records must contain sufficient descriptive detail to permit positive identification of the item.
2. Group Property Tagging – For equipment meeting the group property item criteria, a numbered tag is affixed to the main component.
3. Once an item has been tagged and received by the ordering department, this item becomes the property of the department and they assume total responsibility and oversight for its safeguarding and care.

Controlled Items

Controlled items are those that do not meet the accountable property thresholds but require close scrutiny and additional security to prevent pilferage and maintain accountability. The Vice President of each department shall take reasonable precautions to protect and may deem it necessary to establish internal tracking methods for these items. However, the College has determined certain items that will be tracked as controlled items. The list includes:

1. Firearms
2. Computer Hardware- Certain computer equipment not meeting the accountable property threshold will be listed as controlled items. The Chief Information Officer is responsible for the determination of which computer equipment will be listed as controlled items, based on material considerations such as value, risk of pilferage, and ease of conversion for personal use. The IT Department shall record the transfer and disposal of these controlled items to include desk tops, lap tops, printers and other designated technology equipment.
3. Mobile Devices-Certain technological devices such as iPads, E-Readers, Tablets, Notepads, and Notebooks purchased with College funds (including Grant funds) which do not meet the accountable property threshold will be tracked by the department manager using appropriate sign out forms or tracking records. These items are outside the purview of the IT Department and the appropriate Vice President shall take reasonable steps to enforce proper internal controls over such devices.

Managing Inventory

Obtaining and communicating upper management support is the key to successful inventory management. Numerous people are involved in the use of and physical handling of equipment. Consequently, educating department employees on the importance of inventory management is critical to maintaining an accurate and positive control of this equipment.

Functional Responsibilities of the Property Management Staff to the College Departments:

1. Will physically affix property identification tags upon determination of the requirement and/or notification. Concurrently, the staff will establish a Property Record in the SJR STATE Inventory Database system for any item meeting the accountable property thresholds.
2. Will process the department prepared Electronic Transfer, the New Property Item email request, and the Accountable Property Disposition Request Form to maintain records accurately and reflect the current status of departmental equipment in the SJR STATE Inventory database.

3. Shall establish and coordinate the annual physical inventory for the College. Upon completion of the physical inventory and each department certification, the Property Manager will report the findings to the Chief Financial Officer.

Functional Responsibilities of College Departments to the Property Management Staff:

1. Know the location of all property equipment and assure that such item is reasonably secure from possible theft and other hazards.
2. Notify the Property Manager Office of all changes in the status of equipment. This shall include, but is not limited to assets lost or stolen, changes in location and/or coordinator, and request for surplus/ disposition. This notification is critical for the proper stewardship and accountability of all college property.
3. Provide assistance as needed to the Property Management staff on placing property identification tags on equipment and verifying information to include serial number, model number, coordinator, location ...etc....
4. The IT Staff is the designated Functional Property Coordinator over all computer equipment with the exception of laptops. In the case of laptops assigned to an individual employee, the individual end user shall be the designated Functional Property Coordinator. In conjunction with this policy, no computer equipment with the IT Staff designated as the Functional Property Coordinator shall be moved by an employee without written approval from the IT Staff.
5. Complete all required actions in conjunction with the annual inventory published by the Property Manager. This shall include but is not limited to reviewing and validating all information on the coordinator's inventory list, identifying any equipment not currently on the inventory list, and taking appropriate action on any property that cannot be located.

Property Transfers

Since property equipment can often be mobile, everyone must understand the procedures for moving inventory and accounting for it at all times. If a department has no further use for a property item, then they should either transfer it to another department that needs it or process it as surplus. In order to maintain custody of our accountable property, it is essential the department transfer any equipment using the following procedures:

1. The releasing Functional Property Coordinator should initiate the electronic Property Transfer request.
2. The releasing Functional Property Coordinator should approve the electronic transfer process.
3. The Releasing Department Custodian should approve the electronic Property Transfer request.
4. The receiving Functional Property Coordinator should approve the electronic transfer process.

5. The Receiving Department Custodian should approve the electronic Property Transfer Request.
6. After all approvals, the Property Manager will update the transfer in the SJR STATE inventory database.

Change in Functional Property Coordinators

1. The Department Property Custodian should notify the Property Manager within 10 calendar days of the new Functional Property Coordinator appointment. An inventory of their new property list will be initiated.
2. A joint inventory with the outgoing Functional Property Coordinator and new Functional Property Coordinator shall be conducted. If not possible due to immediate departure or no overlap, then the new Functional Property Coordinator shall conduct a sole inventory.
3. Between Coordinators – During the time when one Functional Property Coordinator leaves and another is hired, the supervisor of the Functional Property Coordinator assumes the responsibility for the applicable property list.

4.12.3 Off Campus Use of College Property

College owned equipment is primarily intended for use at the designated workplace on campus. At times, certain circumstances will warrant the use of this equipment at other locations that are directly related to one's job duties. A department's Vice President is the approval authority for off-campus use of equipment. Any misappropriation or misuse of college property or equipment will be considered grounds for dismissal. Use the following procedures to receive Off-Campus Use of college property authorization:

1. Requesting borrower shall complete the electronic Off-Campus Use of College Property Form for routing to the Functional Property Coordinator and the Department Vice President for approval.
2. Upon approval, a copy of the form shall be provided to the requesting borrower and shall be kept with the equipment. A copy of the form shall also be maintained with the Functional Property Coordinator and the original forwarded to the Property Manager.
3. The Property Manager will annotate the authorization on the item's property record.
4. Off Campus Use of College Property is only valid for one year and must be renewed each year.
5. When the property item is returned to the College, the borrower is responsible for submitting the copy of the form with a statement identifying its returned status. After review by the Functional Property Coordinator, the form shall be submitted to the Property Manager who will place the copy in the completed file and remove the item from the check-out status on the property record.

6. Upon termination of employment an employee who has signed for off campus use of college property must return assigned equipment before release of final paycheck. The college may deduct the value of unreturned assigned equipment or the value of damages to the equipment if evidence exists that it was physically mistreated by the employee from the final paycheck. If the cost of the unreturned equipment or cost to repair damaged equipment exceeds the net pay of employee's final paycheck, the employee remains responsible to pay college the remaining balance.

4.12. 4 Trade-Ins

Unless the department informs the Property Manager of a trade-in transaction, there is no way for the removal of the trade-in item from the college property listing. Consequently, this could lead to the reporting of missing equipment that is not truly missing. When submitting a requisition involving a trade-in, departments must include the SJR STATE property identification tag number (s) of any property item (s) being traded in as well as notify the Property Manager. The Accountable Property Disposition Request Form should be completed and forwarded to the Property Manager so a write-off approval can be requested from the Board of Trustees.

4.12.5 Declaring Property Surplus

When a Property Item is no longer needed by a department and has remaining useful life, the reissuance and reutilization by another department should be the first alternative. If no other requirement exists at the college or the item no longer serves a useful purpose, then the department should request "write-off" approval for further disposition by the Property Manager. Regardless of acquisition cost, all College property cannot be given away, thrown away, or converted for personal use. All College property can only be processed as surplus as lawfully required by Florida Statues.

The following "write-off" approval procedures apply:

1. The Functional Property Coordinator must initiate an Accountable Property Disposition Request Form and forward it to the Department Property Custodian for approval. No action should be taken on any property item until notified by the Property Manager.
2. Upon approval by the Department Property Custodian, the Accountable Property Disposition Request Form shall be forwarded to the Property Manager for submission to the Board of Trustees to obtain write-off approval. The disposition action may not be executed until write-off approval is obtained.
3. Upon write-off approval, the Property Manager will determine the disposition action that is in the best interest of the College which may include any of the following:
    a. Scrapped or destroyed
    b. Public or advertised sale

c. Donation/transfer to other governmental agencies

d. Donation/transfer to nonprofit organization for documented educational purposes.

4. The Property Manager will notify the Functional Property Coordinator of the write-off approval and take custody of the equipment for disposition.
5. At disposition, the Property Manager will enter the full circumstances of the disposition in the SJR STATE Inventory database to include:

    a. Date of disposition.

    b. Authority for disposition (write-off approval date)

    c. If item is scrapped, the identity of the staff personnel witnessing the disposition must be entered into the Property record.

    d. If disposed by outright sale or auction, the receipt number and dollar amount received must be entered into the Property record.

    e. If any item disposed of as a result of a casualty loss (fire, flood, vandalism, etc.). The value of the insurance proceeds and the receipt number must be entered into the Property record.

    f. For item disposed of due to loss or theft, the date of the investigative report must be entered into the Property record.

4.12.6 Damaged, Missing or Stolen Property

Missing property is property that has disappeared and no one can explain the disappearance. If an item is missing, the Functional Property Coordinator shall make sure it was not relocated or the item has not been overlooked. The Coordinator shall ask co-workers to identify if they may know the status of the item. If it is still determined the item is missing or stolen, then the Director of Campus Security, the Property Manager and the appropriate Department Head shall be notified by the Coordinator within 24 hours of this determination. The following procedures will apply:

1. Security shall conduct an investigative search to include:

    a. Physical search of the last known location of the equipment.

    b. Obtain a statement from the person who was responsible for the equipment (Functional Property Coordinator).

    c. Follow any leads from the previous steps.

    d. If the determination is made the property item is stolen, then notify the local police department to file a police report and obtain a copy.

    e. A written report of the findings shall be completed within 5 working days and submitted to the Director of Campus Security with copies provided to the

Functional Property Coordinator and Property Manager. The report shall include:

i. Findings of fact in regard to the circumstances involved in the loss or theft.

ii. A recommendation as to what action should be taken, if any, to prevent a re- occurrence.

2. The Functional Property Coordinator shall complete a Missing Item Report form and submit it to their Department Head within 5 working days. If an item was determined as stolen, then a copy of the police report shall be attached to the report.
3. After the Department Head's review and signature, the Missing Item Report shall be submitted to the Property Manager.
4. The Property Manager will annotate the status on the item's property record. The item will be added to the missing items list which will be maintained on the list for two years. After two years the item will be dropped off the department's property list and submitted to the Board of Trustees for write-off approval.

4.12.7 Physical Inventory

Each fiscal year the College is required to conduct a physical inventory of all accountable tangible personal property. The purpose is to ascertain the physical existence and location of all property items on the College property list and to ensure that the records are properly documented.

A physical inventory of all accountable property shall be conducted on the following occasions:

- A change (reassignment, resignation, transfer, etc.) of the Functional Property Coordinator.
- Annually (at least once each Fiscal year).
- At such other times as may be directed by competent authority.

Annual Inventory Procedures Summary

1. The Property Management staff will electronically provide Property Inventory listings to each department and their applicable Functional Property Coordinator. The listing shows all equipment assigned to the Functional Property Coordinator.
2. The Functional Property Coordinator shall conduct an audit of all assigned property. The Coordinator must physically validate the existence, location, and tag number of all property items on their listing.
3. All differences shall be noted on their electronic submissions to the Property Manager to update the Property record.

4. Unaccounted-for-property, which are items not located during the inventory process, shall be promptly reported to the Property Manager. The Functional Property Coordinator shall initiate the steps as outlined in section D.6.
5. All property items meeting the accountable criteria that are found during the course of an inventory but are not included on the property list shall be reported to the Property Manager.
6. Upon completion of the inventory, the Functional Property Coordinator shall electronically submit their findings. These findings are then electronically forwarded to the Department Property Custodian for review and validation that their department's applicable inventory items have been physically located or proper actions taken to correct any discrepancies.
7. Upon electronic validation approval by the Department Property Custodian, the items will be reviewed and approved as completed by the Property Manager. This action will electronically post any updates or corrections to the SJR STATE Inventory database.
8. The final stage of the inventory is to conduct verification. The goal of the verification is to confirm the accuracy and completeness of the inventory. A random sample approach is used for this verification and will be conducted by the Property Management staff.
9. After a successful verification, the Property Manager will compile all the College departments inventory findings and provide a final report to the Chief Financial Officer for review and action if required.

4.12.8 Real Property

Real Property is defined as fixed property, principally land, buildings, and any permanent structural improvement to property owned by the college. Capitalization thresholds are listed in parenthesis below after each major category.

Non-depreciable Real Property

- Land: Purchases of land should be capitalized for all acquisition costs, including but not limited to survey, appraisal, and legal expenses, in addition to the purchase price. The land asset record will consist of appraisal(s), closing cost documents, and any other documentation necessary to substantiate the amount recorded in the subsidiary ledger.
- Construction in Progress: Construction projects that are expected to exceed defined capitalization thresholds for the applicable asset category are temporarily recorded in constriction-in-progress until the project is complete.

Depreciable Real Property

Depreciable assets have a limited useful life, and as a result depreciation expense and accumulated depreciation are recognized over the assets' useful life using a straight-line basis. The following are the estimated useful lives for depreciable items:

- Buildings: 40 years
- Other structures and Improvements: 10 years

Buildings (Capitalization threshold of $25,000)

Buildings owned by the College are classified in the Buildings category for financial statement reporting. Accumulated costs for a building construction project that is not complete by end of any given fiscal year is reported in Construction in Progress on the financial report. When entire roof systems are removed and replaced (shingles, underlayment, flashing, drip edge, soffits, fascia), the total cost of the replacement is capitalized. When repairs are made to an existing roof such as applying a reinforced liquid system, known as a roof restoration, those repairs are not capitalized.

Other Structures and Improvements (Capitalization threshold of $25,000)

Other Structures and Improvements (OSI) are projects designed to enhance the fundamental purpose of existing buildings or land. OSI includes portables, greenhouses, parking lots, lighting, roundabouts, and any other project that adds value in which the primary purpose is not aesthetic in nature. Other Structures and Improvements owned by the College are classified in the Other Structures and Improvements category for financial statement reporting. If an OS&I project is not completed by end of any given fiscal year, accumulated costs are reported in Construction in Progress on the financial report.

Subscription Based Information Technology Arrangements (Capitalization threshold of $1,000,000)

In accordance with GASB Statement No. 96, a Subscription Based Information Technology Arrangement (SBITA) is a significant IT contract that is material to the College's operations in terms of scope and cost. Capitalized costs should include:

1. The initial subscription amount;
2. Payments made to a vendor before start of commencement term;
3. Ancillary charges necessary to place the subscription asset into service (excludes training costs), less any vendor incentives received.

SBITA are classified as intangible assets for financial statement reporting. If SBITA is not placed in services by the end of any given fiscal year, accumulated costs are reported in Construction in Progress in the financials.

Intangible Property

Intangible property is property that does not derive its value from physical attributes. Patents, trademarks, licenses, franchises, copyrights, goodwill, are examples of intangible property. The costs of intangible assets are recorded as expenses when incurred.

Amortization of intangible assets is handled differently than depreciation of tangible assets. Intangible assets are typically amortized using the straight-line method; there is typically no salvage value, as the usefulness of the asset is used up over its lifetime, and no accumulated amortization account is needed. Additionally, certain intangible assets are restricted and given limited life spans, while others are infinite or perpetual in their economic life and are not amortized.

4.12.9 Definitions

- Cost - The acquisition or procurement cost (invoice price plus freight and/or installation charges, if any, less discounts).
- Individual Property Records - Those records used to establish accountability for particular items of property.
- Property – Fixtures or movable tangible personal property of a non-consumable nature placed in service for operations and the normal expected life of which is one year or more from date of acquisition.
- Accountable Property – Property with a value of greater than or equal to $5,000.00. All accountable property is tagged with a SJR STATE property identification tag. Additionally, equipment with a value of greater than or equal to $5,000.00 is capitalized and depreciated over its estimated useful life.
- Controlled Property – Property with a value of less than $5,000.00 that is considered attractive or easily converted for personal use therefore requiring close scrutiny and additional security.
- Group Property Item – An item with components that make-up a single functioning system and cannot be separated without a diminishment in the usability or functioning of the item for its intended purpose. All components are considered in the cost to determine if the value equals or exceeds $5,000.00 and meets the accountable property threshold. Examples include modular furniture, training presentation systems, computers, and book sets.
- Property Identification Number - The unique number assigned and affixed to each accountable property item to positively identify it as property of the College and to differentiate one item of property from another.
- Unaccounted-for Property - Accountable property which cannot be physically located by the Coordinators and/or Property Manager, and which has not been otherwise lawfully disposed.
- Value - The worth or marketable delivered price (fair market value) of an item at the date of acquisition or any subsequent evaluation or appraisal date.

Procedure 4.13: Establishing and Updating Vendors

Legal Authority – SJR Rule #s: 4.06
IPC Approval Date: 08/2007
Date Revised: 08/2024

The use of the Vendor Profile Form and the Vendor Update Form accomplishes the following:

- They provide a standard format of information needed to establish or change information related to a vendor, thus enhancing accuracy.
- They provide a format for tracking and feedback to the person requesting the vendor number.
- They provide a format to facilitate the updating of vendor ownership information.
- They provide documentation for audit purposes as to who requested the vendor be established/updated.

4.13.1 New Vendors

The Vendor Profile Form should be used when setting up New Vendors for purchasing purposes. The individual submitting the Vendor Profile Form should forward the completed form to the Purchasing Office.

The Vendor Profile Form can be found online at https://www.sjrstate.edu/purchasingdept

4.13.2 Changes in Current Vendor Information

The Vendor Update Form should be used when updating an existing vendor. Purchasing will use the form to document verification of the update. Existing vendor contact information will be used to verify changes. If vendor contact information is incomplete or incorrect, Purchasing will use alternate means for verification.

Procedure 4.14: Notification of Social Security Number Collection and Usage

Legal Authority – SJR Rule #s:
IPC Approval Date: 06/2008
Date Revised: 04/2012; 08/2017

In compliance with Florida Statute 119.071(5), this procedure serves as notification of the purpose for the collection and usage of Social Security Numbers (SSN). St. Johns River State College collects and uses Social Security Numbers for the following purposes in performance of the Colleges duties and responsibilities. To protect individual identities, SJR STATE secures Social Security Numbers from unauthorized access, strictly prohibits the release of Social Security Numbers to unauthorized parties contrary to state and federal law, and assigns unique student/employee identification numbers. These unique ID numbers are used for all associated employment and educational purposes at SJR STATE.

4.14.1 EMPLOYEES

Human Resources

Your SSN is used for legitimate business purposes for completing and processing the following:

- Federal I-9 (Department of Homeland Security), 8U.S.C.A.§132.4a
- Federal W4, W2, 1099 (Internal Revenue Service), 26 U.S.C.A.§6109
- Federal Social Security Taxes (FICA), Title 26 of the United States Code
- Distributing Federal W2 (Internal Revenue Service)
- Unemployment Reports (Fl Dept of Revenue), Florida Statute 443
- Florida Retirement Contribution Reports (Fl Division of Retirement)
- Worker's Comp Claims (FCSRMC and Department of Labor), Florida Statute 440
- Direct Deposit Files
- New Hire Information Report (Fl Department of Revenue), 119.071(5)(a)6.b.,F.S.
- 403b Contribution Reports
- Group health, life, and dental coverage enrollment
- Supplemental insurance and deduction reports
- Work study work assignments
- Background checks – necessary for accurate identification for screening through the Florida Department of Law Enforcement (FDLE)
- FICA Alternative Plan Participation for Part-time Employees (Bencor)
- Special Pay Plan Participation for Qualified, Full-time Retiring Employees (Bencor)

Providing your Social Security Number is a condition of employment at SJR STATE.

4.14.2 STUDENTS

Admissions

Federal legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College for this purpose, but the IRS is then authorized to fine the student.

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (Section 1008.386, F.S.). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All admissions applications, Affidavits Regarding Home Schooling for Admission to Post Secondary Educational Institution, Former High School or College Transcript Request Forms, Letters of Intent for Athletic Scholarships, Continuing Workforce Education (PSAV) Registration/Application Forms, and the Adult Education Registration/Application Forms will request the student's SSN.

Financial Aid

A student's SSN is required for the following financial aid purposes: The United States Department of Education's (USDOE) Free Application for Federal Student Aid (FASFA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program, and is required on all loan applications for use by the lender/servicer/guarantor. Forms for processing and reporting financial aid include:

- Federal Work Study
- Worksheets A, B, & C
- Financial Aid Consortium Agreement
- Authorization for Use of Federal Title IV Funds
- Appeal for Reinstatement of Financial Aid

SJR STATE collects a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience or Bright Futures, the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website for reporting purposes.

Workforce Programs

Programs, funded through Workforce Innovation Act (WIOA) use your SSN as an identifier for program enrollment, completion, retention, and placement. Also, it is used for entering

placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based programs, the Department of Economic Opportunity (DEO) requires that all participants and their program related activities be recorded in the Florida state system. In addition, the Florida Department of Education maintains the continuing program of information named Florida Education and Training Placement Information program as specified in Section 1008.39 F.S.

Corrections

SJR STATE collects SSN to verify eligibility of Corrections students to sit for the state correctional certification exam through the Florida Department of Law Enforcement.

Emergency Medical Technician

SJR STATE collects SSN to verify eligibility of Emergency Medical Technician students to sit for the National Registry Emergency Medical Technician through the Florida Department of Health and Human Services.

Paramedic

SJR State collects SSN to verify eligibility of Paramedic students to sit for the National Registry Emergency Medical Technician Paramedic through the Florida Department of Health and Human Services.

Law Enforcement

SJR STATE collects SSN to verify eligibility of Law Enforcement students to sit for the state law enforcement exam through Florida Department of Law Enforcement.

Nursing

SJR STATE collects SSNs to verify eligibility of nursing students to sit for the state licensure exam for the State Board of Nursing.

Radiography

SJR State collects the last 4 digits of students' SSNs to send to the Florida Department of Health – Division of Medical Quality Assurance to identify students who have completed the Radiologic Technology Program at St. Johns River State College and will be applying for a State of Florida license as a Certified Radiologic Technologist following successful completion of the American Registry of Radiologic Technologists national certification exam.

Respiratory Care

SJR STATE collects SSNs to verify eligibility of respiratory care students to sit for the state licensure exam for the National Board of Respiratory Care (NBRC), credentialing and exam through the Board of Respiratory Care, Florida Board of Medicine/Respiratory Care.

14.2.3 Contractors/Vendors

SJR STATE collects contractor/Vendor SSN information in order to file the required information returns with the Internal Revenue Service, as required and authorized by Federal law.

14.2.4 Generated ID numbers

The College has transitioned from the use of SSN to a generated ID number as a unique identifier. Currently, a variety of forms in the area of Admissions and Financial Aid, and Human Resources ask for either a generated ID or SSN. For Statutory Reference see below.

References

State and Federal Statutes and Regulations That Mandate or Authorize the Use of Social Security Numbers

General Purpose	Use of SSN's	Authorize or Required	Statute or Regulation
Employment	Federal I-9 Form	Authorized	Immigration Reform and Control Act of 1984, Pub. L. 99-603 (8 USC 324(a)
Employment	Federal W4, W2	Required	Internal Revenue Code, sections 3402(f)(2)(A); 6109, and 6051 (a)(2)
Employment (Contractor)	Federal W9, 1099	Required (if no FEIN provided)	Internal Revenue Code, Section 6109; Title 26 US Code
Employment	Federal Social Security Taxes (FICA)	Required	Internal Revenue Code, section 6051(a)(2); Title 26 US Code
Employment	Distributing Federal W2	Required	Internal Revenue Code, Section 6051(a)(2); Title 26 US Code
Employment	Unemployment Reports	Required	Florida Unemployment Compensation Law, Florida Statutes, CH. 443

General Purpose	Use of SSN's	Authorize or Required	Statute or Regulation
Employment	Florida Retirement Contribution Reports	Required and Authorized	Florida Division of Retirement Public Records Policy; Florida Statutes, CH. 443; 119.071(5)(a)6.b. F.S.
Employment	Workers Compensation Claims	Required	440.185, F.S.

Amended 8/5/10, 5th Revision Amended 04/2012, 6th Revision

Procedure 4.15: Vending Machine Reimbursement

Legal Authority – SJR Rule #s:
IPC Approval Date: 10/2008
Date Revised:

The purpose of this procedure is to establish definitions and procedures for administering vending machine reimbursement on campuses where the college controls the vending operation.

1. Individuals will report to the Student Activities Coordinator when money is lost in the vending machine.
2. Student Activities Coordinator completes the Vending Machine Reimbursement Form and records on the reimbursement form the machine type (snack, Pepsi, and Coke), and the machine number.
3. Student Activities Coordinator requests the student to sign the reimbursement form.
4. The Student Activities Coordinator will then sign for approval on appropriate line.
5. Student Activities Coordinator sends the student to the Business Office switchboard operator with the form to process reimbursement.
6. Student Activities Coordinator will immediately place an “Out of Order” sign on the machine that is defective.

Procedure 4.16: Cashier Procedures

Legal Authority – SJR Rule #s: 4.40
IPC Approval Date: 05/2010
Date Revised: 10/2016

The purpose of this procedure is to establish guidelines for the deposit of all institutional funds received by cashiers at the College that will ensure that all cashiers prepare deposits in a timely and uniform manner, so funds can be receipted to the College's books and transported to the bank in an efficient manner. This procedure ensures appropriate stewardship of public funds, protects employees from risk by following policies and procedures and provide for the safekeeping and accurate deposit of funds. The main purpose of this procedure is to establish and document the flow of cash and cash receipts, and provide guidelines for the proper management of monies for those employees responsible for receiving, handling, and safeguarding cash and cash equivalents.

Scope: Provide direction for campus departments in the handling of College funds following proper internal controls related to cash handling.

4.16.1 DEFINITIONS

The following terms used in this procedure have the meaning as defined:

- Monies – Money in any form including paper currency and (coins) checks, wire transfers, credit card settlement reports, ACH (direct deposit), other electronic funds transfer, etc. Also referred to as cash or cash receipts.
- Cashier – All campus employees or individuals receiving cash and cash equivalent payments (employees charged with cash handling). OR All campus departments receiving cash deposits and payments.
- Cash Receipts Record Form – A written or computer-generated acknowledgment that a sum of monies or specified article has been received; the paper that provides the audit trail of the monies.
- Cash Drawer Balancing Form – The form that contains the cashier's name, Banner session number, campus location, itemized amounts of currency and coin, and beginning and ending cash drawer balance.
- Personal Check – A written order payment on demand, drawn on a bank by a depositor; a personal check written against an individual's checking account.

4.16.2 OVERVIEW AND GUIDELINES

1. All incoming monies should be acknowledged by receipt when accepted or received by mail, and forward to the College cashier's office for processing within one business day, using the College Cash Receipts Record form, if unable to print a computer-generated receipt, to indicate where the funds should be deposited.

2. Monies should never be left unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
3. Unauthorized persons should not be allowed in areas where cash is handled.
4. If possible, doors should be locked at all times in areas where cash is handled.
5. Larger sums of cash should be counted and handled out of sight of the general public. The only exception would be when a student presents themselves to the window with a large sum of cash to pay his/her tuition or other debt to the College.
6. Individuals should keep working cash funds to a minimum at all times. Excess funds should be in a locked device or deposited in the cashier's office.
7. Cash received must not be used for making change, petty cash purposes, etc. Expenditures or refunds cannot be made from cash receipts.
8. For overnight storage and during other periods when cash is not being used, it should be kept in a safekeeping device, either a safe, locked container or drawer.
9. Under no circumstances should an individual keep the College's cash with their own personal funds, deposit college funds in a personal bank account or take College funds to one's home for safekeeping.
10. All currency received from walk-in customers, is to be receipted immediately on sequentially pre-numbered cash receipts whether handwritten or computer generated. Currency should be counted in the presence of the person presenting it for payment. A copy of the receipt should be given to a walk-in customer. No foreign currency is ever accepted.
11. Documents enclosed with mail are to be date-stamped and recorded payments in a check log by the employee opening the mail and given to the Accountant or cashier in Business Affairs.
12. Every check or money order must be reviewed for completeness as follows:
    a. Verify that Account holder's name, address and phone number is included on the check and if not, the cashier shall write the information on the check prior to the check being deposited. A daytime phone number is preferred on the check.
    b. Verify that the person's name printed on the check by the financial institution is the same person presenting you the check. This verification should be done by obtaining the check presenter's valid state driver's license or state ID card. The verification method must be documented on the front of the check by writing the state the ID was issued in and the identification number (i.e., Florida Driver's license #). In addition, the student's ID # at SJR State (i.e., X00123456) must also documented on the front of the check. Note that if a student is paying a fee that does not require them to have a SJR State ID #,

only the valid state driver's license or state ID card is required to be documented on the front of the check.

c. Verify that the check has a bank name listed, and that the routing number, customer's bank account number, and check number are encoded on the bottom edge of the check.

d. Note the date. Do not accept a post-dated check (check with a future date) or agree to hold the check for future deposit.

e. Verify that amount written in numbers matches amount written in words. If different, make special note on the cash receipt so that the cashier's office can handle appropriately. In general, banks will honor the written amount over the numerical amount.

13. Daily deposits should be made, when possible, to reduce the amount of cash on hand and possible loss from burglary.

14. If departments, due to unusual circumstances, find they are unable to comply with the next business day deposit requirement on a particular day, the reasons should be documented and retained in department files. This information may prove beneficial to the department in the event of an audit. These exceptions should not happen very often.

15. Cashier drawers must be balanced each day a cashier conducts transactions. The balancing process must be documents on the College's Cash Drawer Balancing Form along with the cashier's and verifier's signature.

16. In the event that a cashier's drawer is over or short for the day, it must be reported to the Controller immediately. Cashier drawers that do not balance should never be put in the vault until the discrepancy is located.

17. Guidelines for sending currency and coin to cashier's office for deposit:

    a. Bills should be "faced" (all facing front and right side up), clipped or banded in a bundle. This allows for more accurate recounts.

    b. Coins can be accepted in an envelope.

    c. All monies sent to the cashier from another campus should be forwarded in a lock bag.

Procedure 4.17: Identity Theft Prevention Program

Legal Authority – SJR Rule #s: 3.31
IPC Approval Date: 09/15/2010
Date Revised: 05/2012

A procedure must be established to assess, detect, and mitigate an Identity Theft "Red Flag" Program. Policy must be consistent with Florida Statutes and State Board of Education Rules and the Fair and Accurate Credit Transactions Act of 2003.

This program is intended to identify third party arrangements and "red flags" that will alert College employees when new or existing billing accounts are opened using false information, protect against the establishment of false student accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events. Within the context of this procedure, "Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

This procedure applies to "covered accounts," credit report usage, and third-party service arrangements within the Identity Theft Red Flags rule.

4.17.1 General Guidelines

"Covered Accounts" under the Red Flags Rule is a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly, or multiple payments in arrears, in which a "continuing relationship" is established. Certain payment arrangements, such as payment of tuition in full at the beginning of each semester either by the student's family or through a third-party student loan provider (see also, section 3 "Oversight of Third Party…"), does not meet the "continuing relationship" standard in the "covered account" definition. SJR State considers the following to be the types of accounts the College has that fall under the definition of covered accounts:

- Refund of credit balances involving loans
- Refund of credit balances without loans
- Direct Deposit information
- 1098-T information
- Delinquent Accounts sent to a Collection agency
- Contracted agreements including third-party arrangements
- Student computer accounts
- Employee computer accounts

The College is considered a "creditor" under the Red Flags Rule because it offers institutional loans to students, faculty, and staff in cases of extreme emergency. NOTE: This is different from the third-party tuition payment plan that is outsourced to Sallie Mae.

"Identifying Information" is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including:

- Name

- Address
- Telephone
- Social Security Number
- Date of birth
- Driver's License
- Identification Number (X Number)
- Government Passport
- Admissions Application
- FAFSA Application
- High School, College, GED, or HSED Transcripts
- Official Test Scores
- Criminal Background Checks
- Military Service Records
- Health Insurance Information
- Credit Card Numbers
- Computer Account Passwords
- Immunization History
- Alien Registration Number
- College Internet Protocol addresses

Broad categories of "Red Flags" include the following:

- Alerts – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies,
- Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied,
- Suspicious Personal Identifying Information – such as discrepancies in address, Social Security Number, or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information,
- Unusual Use or Suspicious Account Activity –such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges, or
- Notice from Others Indicating Possible Identify Theft –such as the institution receiving notice from a victim of identity theft, law enforcement, or another account holder reports that a fraudulent account was opened.

4.17.2 Responsibilities and Delegation of Authority

This program is intended to identify red flags that will alert College employees when new or existing billing accounts are opened using false information, protect against the

establishment of false student accounts, methods to ensure existing accounts were not opened using false information, and measures to respond to such events. The Vice President for Finance and Administration/CFO is responsible for the oversight of the Program and is also responsible for the development, implementation, administration, and annual review of the Program.

4.17.3 Internal Risk Assessment

St Johns River State College has conducted an internal risk assessment to evaluate how at risk the current procedures are at allowing students to create a fraudulent account and evaluate if current (existing) student accounts are being manipulated. This risk assessment evaluated how new accounts were opened and the methods used to access the account information. This risk assessment also includes third party service arrangements. Using this information, the College was able to identify areas of highest risk for review and compliance:

- New accounts opened In Person,
- New accounts opened via Web,
- Account information accessed In Person,
- Account information is accessed via Web Site,
- Delinquent accounts placed with an outside collection agency, and
- Accounts utilizing outsourced tuition payment plan provider.

Oversight of Third-Party Service Providers

The College will, as part of its contracts with third party service providers (for example, collection agencies and tuition payment plans), require as part of the contract that these providers have policies, procedures and programs that comply with the "Red Flag" Rule. Further, Service providers must notify the College of any security incidents they experience, even if the incidents may not have led to an actual compromise of the College's applicant data.

Identifying Red Flags

The College adopts the following "red flags" to detect potential fraud. These are not intended to be all-inclusive and other suspicious activity may be investigated, as necessary.

Suspicious Documents:

- Identification document or card that appears to be forged, altered or inauthentic,
- The photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification,
- A request for service that appears to have been altered or forged,
- A request made from a non-college issued e-mail account, and
- A request to mail something to an address not listed on the file.

Suspicious Identifying Information:

- Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates),
- Identifying information presented that is inconsistent with other sources of information (example: address mismatch on personal documents),
- Identifying information presented that is the same information shown on other applications that were found to be fraudulent,
- Identifying information presented that is consistent with fraudulent activity (example: invalid phone number or fictitious billing address),
- Social security number presented that is the same as one given by another person,
- A person fails to provide complete personal identifying information on a deferred payment plan when reminded to do so,
- A person's identifying information is not consistent with the information that is on file for the student,
- Applicant fails to provide all information requested, or
- Applicant cannot provide information requested beyond what could commonly be found in a purse or wallet.

Suspicious Account Activity:

- Account used in a way that is not consistent with prior use,
- Mail sent to the student is repeatedly returned as undeliverable,
- Notice to the College that a student is not receiving mail sent by the College,
- Notice to the College that an account has unauthorized activity,
- Breach in the College's computer security system, or
- Unauthorized access to or use of student account information.

Alerts from Others:

- Notice to the College from a student, Identity Theft victim, law enforcement, or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

Detection of Red Flags

- Refund of credit balances involving loans,
- Refund of credit balances without loans,
- Emergency Loans,
- Perkins Loans,
- Direct Deposit information,
- 1098-T information,
- Delinquent Accounts sent to a Collection agency,
- Contracted agreements including third-party arrangements,
- Student computer accounts, or

- Employee computer accounts.

Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address, or other identification, and
2. Verify the student's identity at time of issuance of student identification card (review government-issued photo identification or other personally identifiable information)

Existing Accounts

In order to detect any of the Red Flags identified above for an existing covered account, College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email),
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes, and
3. Verify changes in banking information given for billing and payment purposes.

Response to Attempted/Suspected Fraudulent Use of Identity

Any employee that may suspect fraud or detect a red flag will implement the following response as applicable. All detections or suspicious red flags shall be reported to their appropriate Vice President and the VP for Finance and Administration/CFO. College personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Internal Notification -- Any College employee who becomes aware of a suspected or actual fraudulent use of a customer or potential customers identity must notify their Vice President for Finance and Administration/CFO.
2. External Notification (Affected Individual) – The College will notify the affected individual(s), if possible, of any actual identity theft. The following information will be included in the notice:
    a. General information about the incident,
    b. The type of identifying information involved,
    c. The College telephone number that the affected individual can call for further information and assistance,
    d. The local Law Enforcement Agency with proper jurisdiction,

e. The Federal Trade Commission (FTC) Telephone Number: 877-438-4338 and the FTC ID Theft website: http://www.consumer.gov/idtheft, and

f. Advise affected individual to place fraud alerts on their credit reports by contacting the Credit Reporting Agencies:

i. Equifax: (800) 525-6285 or http://www.equifax.com

ii. Experian: (800) 397-3742 or http://www.experian.com

iii. TransUnion: (800) 916-8800 or http://www.transunion.com

3. Method of Contact:

a. Written Notice -- Certified mail to last known "good address" if identity theft involves alteration of correct address of record.

b. Telephone -- Provided the contact is made directly with the verified, affected person and appropriately documented.

4. Local Law Enforcement - In all cases, the College will notify Campus Security and Local Law Enforcement having proper jurisdiction of any attempted or actual identity theft.

Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft,
2. Contact the student or applicant (for which a credit report was run),
3. Change any passwords or other security devices that permit access to Covered Accounts,
4. Not open a new Covered Account,
5. Provide the student with a new student identification number,
6. Notify the Program Administrator for determination of the appropriate step(s) to take,
7. Notify law enforcement,
8. File or assist in filing a Suspicious Activities Report ("SAR"), or
9. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:

- Ensure that its website is secure or provide clear notice that the website is not secure,

- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information,
- Ensure that office computers with access to Covered Account information are password protected,
- Avoid use of social security numbers,
- Ensure computer virus protection is up to date, and
- Require and keep only the kinds of student information that are necessary for College purposes.

4.17.4 Employee Training

The College will implement periodic training to emphasize the importance of meaningful data security practices and to create a "culture of security." The College acknowledges that a well- trained workforce is the best defense against identity theft and data breaches.

- Annually, explain the Program rules to relevant staff, and train them to spot security vulnerabilities, and update them about new risks and vulnerabilities,
- Inform employees of College "Procedure for Safeguarding Confidential Information,"
- Inform employees of College's Ethics and Anti-Fraud Policies and Procedures,
- Inform employees of FERPA Guidelines, and
- Advise employees that violation of the College's security policies is grounds for discipline, up to, and including, dismissal.

4.17.5 Identity Theft Prevention Program Review and Approval

The VP for Finance and Administration/CFO will review the program at least annually, or after each and every attempt at identity theft. A report will be prepared annually and submitted to the President to include matters related to the program, the effectiveness of the policies and procedures, the oversight and effectiveness of any third-party billing and account establishment entities, a summary of any identify theft incidents and the response to the incident, and recommendations for substantial changes to the program, if any.

Procedure 4.18: Requisitioning

Legal Authority – SJR Rule #s: 4.35
IPC Approval Date: 08/2007
Date Revised: 08/2015

No employee of the College will purchase anything for the College except through established requisitioning/purchasing procedures.

4.18.1 Steps to Purchasing

Non P-card Process

1. Identify the commodity or service needed, and a vendor who provides the best value for the College.
2. Verify all requirements of the SJR State Competitive Solicitation Procedure have been met.
3. Prior to engaging a vendor to provide goods or services to the College, departments are responsible for initiating a purchase requisition and allowing adequate time for such requisition to flow through the approval and purchase order process.
4. Once the requisition goes through the approval process a Purchase Order (PO) is generated. The PO will be disseminated by the purchasing department to the vendor unless an alternative arrangement has been made and approved with the Purchasing Department.
5. When possible, the Purchasing Department will ensure that the vendor knows that the PO number should be on the invoice as this is the College's official contract authorizing the purchase. Additionally, the Purchasing Department will instruct the vendor to send the invoice directly to the Accounts Payable Department.
6. Departments initiating the ordering of goods or services must provide the vendor with the Purchase Order number and instruct them to place that number on the invoice. Invoices without purchase orders may be subject to non-payment.

P-card purchase Process

1. Ensure adequate budget exists before incurring any transaction charges.
2. Ensure the transaction is an authorized purchase (allowable p-card transaction).
3. Once the transaction is complete, immediately prepare a requisition on the system and submit the receipt with the R# to the Accounts Payable Department.

Requisitions/purchases totaling $5000.00 or more must be approved by the President. Any employee resorting to unauthorized purchasing procedures may be held pecuniarily liable for the amount of such purchase.

Procedure 4.19: Bank Reconciliation Procedure

Legal Authority – SJR Rule #s:
IPC Approval Date: 01/2016
Date Revised:

The College currently maintains multiple bank accounts to support its cash revenue and disbursement activities. Certain accounts are clearing-type accounts that maintain a zero balance. Those accounts are all linked to a master account to fund items clearing the accounts. It is the responsibility of the Business Office's Accounting staff to reconcile the bank accounts to the statements of the College's financial institution monthly, and to track all outstanding items, including discrepancies to satisfactory resolution in a timely manner. Proper segregation of duties must be adhered to such that persons reconciling bank accounts are separate from those who receive or record cash. This document sets general guidelines for Accounting staff to follow in reconciling bank account(s) to the College's financial records.

4.19.1 Definition

Bank Account – A mechanism which allows for custody of money and the payment of money from that account, on the instructions of the holder of the account. The College's bank accounts are maintained at a state Qualified Public Depository which maintains FDIC insurance.

4.19.2 Responsibilities

Accounting staff are solely responsible for all activities relating to the bank reconciliation of the College bank accounts, including but not limited to:

- Comparing bank statements to cash general ledger account balances recorded in Banner.
- Performing the reconciliation of any outstanding items or unbalanced accounts within 30 days after month-end closing.
- Reviewing and reconciling all outstanding checks and unposted receipts.
- Recording journal entries into the general ledger as needed based on the reconciliation.
- Notifying the bank of any errors that require the bank to adjust their records.

4.19.3 General Procedures

Master Bank Account Reconciliation

On a daily basis, Accounting staff retrieves all master account activity by way of our online banking module which is only accessible by individual username and password. That activity is then compared to activity in our Banner general ledger account. All outstanding items appearing on one source document but not the other due to timing, are then listed on the reconciliation spreadsheet. The reconciliation spreadsheet for the month-end, along

with supporting documentation, is then reviewed and signed by the College's Controller or Chief Financial Officer.

Zero Balance Account Reconciliations (ZBA's)

On a monthly basis, bank statements are printed by way of our online banking module for the various ZBA's. Also, transaction activity for these accounts is downloaded from the online banking module and then uploaded to Banner. A reconciled and cleared items report is then generated by the Banner account reconciliation software. All outstanding items appearing on one source document but not the other due to timing, are then listed on the reconciliation spreadsheet. The reconciliation spreadsheet, along with supporting documentation, is then reviewed and signed by the College's Controller or Chief Financial Officer.

Abandoned Property

The reconciler for the check-issuing accounts submits the outstanding check list to Accounts Payable for vendor check review each month, or to the Payroll Department for outstanding paycheck review. Typically, outstanding checks greater than 60 days are researched to determine if the check has been received by the payee. If the check has not been received by the payee, a stop payment is placed on the check, and a new check is issued. Checks that become outstanding greater than 180 days are moved to a special liability holding account until the check clears, or the check becomes abandoned property as defined by Florida Statutes. An Accountant prepares the Annual Report of Property Presumed Abandoned Report for filing with the Department of Financial Services. Pursuant to Section 717.117, F.S., a report of unclaimed property is required for all payroll checks not cashed for one year after issuance, and all accounts payable checks not cashed for five years after issuance. The report must be filed before May 1 of each year for the preceding calendar year. Funds for reimbursement checks of Federal Financial Aid not cashed within 6 months of issuance are returned to the Federal Department of Education.

Procedure 4.20: Financial Statement Preparation Procedure

Legal Authority – SJR Rule #s:
IPC Approval Date: 01/2016
Date Revised: 11/2021

1. The District Board of Trustees reviews and approves the unexpended plant fund budget and the unrestricted fund budget prior to the start of the fiscal year. While not required by Florida Statutes, budgetary information is also shared with the Board of Trustees for the Current Restricted and Auxiliary Funds.
2. Every month, the District Board of Trustees is presented with and approves a balance sheet for unrestricted current funds, restricted current funds, auxiliary funds, scholarship funds, agency funds, and the unexpended plant funds. In addition, a budget to actual summary of income and expenditures is presented and approved for both the unrestricted and restricted current funds.
3. At the end of the fiscal year, the Assistant Vice President for Finance or Controller coordinates the year-end process to generate timely financial statements that will fairly represent the financial performance and outcomes of the college for the fiscal year in accordance with generally accepted governmental accounting standards and using the established guidelines for Florida College System institutions. Additionally, the Assistant Vice President for Finance or Controller is responsible to ensure that the internal control structure in operation over financial reporting and compliance includes requirements to prevent material misstatement.
4. The following steps are generally followed to produce timely financial statements able to ensure an unqualified audit opinion:
    a. The appropriate departments are notified generally by April of the dates by which the inventories need to be completed.
    b. An Excel list of all items to be completed for year-end is updated for each year-end generally by June 1st. Each item is assigned to the appropriate person and is given a date range for expected completion.
    c. Appropriate accounting staff organizes the counting of all cash on hand on June 30th or the last working day prior to June 30th by someone other than the custodian of the cash fund. On this same day, fiscal transactions are suspended at some point in the morning so that student transactions are fed to finance and a copy of the ERP database is made to ensure a stagnant set of data to work with for the final reconciliation between the student and finance modules of the ERP.
    d. The Assistant Vice President for Finance or Controller works with accounts payable staff to ensure invoices for goods and services received prior to June 30th are paid by the last working day of June. For those known goods and services received prior to June 30th where the invoice is not able to be paid, the expense for those services is accrued as of June 30th. Similarly, the

Assistant Vice President for Finance or Controller works with payroll staff to ensure that all time worked in June is recorded in a June payroll session. Between the last June payroll and the first July payroll, the compensated leave liability report is run and reviewed by the Assistant Vice President for Finance or Controller.

e. The Accounting Manager works with the grant managers to closeout grants for yearend by setting up receivables for remaining grant funds needing to be received to cover expenditures already made. The Accounting Manager prepares the schedule of revenues and expenditures to support the Schedule of Expenditures of Federal Awards (SEFA). The appropriate finance staff member also prepares the SEFA and forwards it to the Assistant Vice President for Finance or Controller for review and approval.

f. The appropriate finance staff member zeroes out remaining budgets for the restricted student activities accounts to ensure no remaining budget funds roll to the new fiscal year.

g. The appropriate staff member from Purchasing identifies purchase order encumbrances which are appropriate to roll into the next fiscal year. The Assistant Vice President for Finance or Controller is provided with appropriate documentation related to those identified encumbrances. The appropriate staff member from Purchasing liquidates all remaining encumbrances, as well as outstanding requisitions and any incomplete documents in banner.

h. The Assistant Vice President for Finance or Controller utilizes the trial balance information from ERP printouts to enter data into an excel file that is designed to produce financial statements in the current GASB 35 format for financial presentation of what are essentially the balance sheet, income statement, and statement of cash flows. Once the statements are balanced, the Management Discussion and Analysis and the notes to the financial statements (including required supplementary information) are prepared as well as the required state Annual Financial Report. The statements and all exhibits are then proofed to each other by the Assistant Vice President for Finance or Controller, and Chief Financial Officer to check for inconsistencies and corrections.

Procedure 4.21: Preparing an Indirect Cost Proposal Procedure

Legal Authority – SJR Rule #s:
IPC Approval Date: 01/2016
Date Revised:

The College needs to maintain a federally approved indirect cost rate and to do so requires the preparation of an indirect cost proposal at the end of the term of the College's rate agreement.

The preparation of an indirect cost proposal requires knowledge of the College and its financial statements and systems in addition to knowledge of federal Uniform Guidance rules regarding cost principles, allowable and unallowable costs. This procedure has defined the unallowable costs that are typical to this college in II.B.3.

The following is the recommended method to complete an indirect cost proposal for St. Johns River State College (SJRSC). Alternatively, the College may choose to utilize the services of a third party to both compile the proposal and negotiate an optimal rate for the College, in which case the College will provide the necessary financial and operational data to the third party as requested.

1. Obtain the audit report for the year that is stated in the rate agreement that SJRSC needs to submit a proposal for.
2. Populate the Indirect Cost Excel workbook template with data from the annual financial report. The excel workbook contains the annual financial report reconciliation, expenditure reclassifications (Schedule 1), adjustments (Schedule 2), and all other worksheets that assist in building the indirect cost proposal short form. The workbook file links the worksheets together to facilitate data consistency.
3. Perform a reconciliation of the college's records for the year to the amounts reported in the audit report. Look at the previous proposal submitted to see the format and obtain the files from the preparer of the previous proposal. The reconciliation is performed on expenditures by function so reports by Banner Org number are needed.
4. The adjusted totals from the general ledger will flow to Schedule 1. On Schedule 1 of the indirect cost proposal, SJRSC generally makes adjustments to reclassify costs from one function to another. The reclassification adjustments are explained in a narrative attachment which is included with the submission of the proposal to the appropriate Federal agency. In addition, detailed spreadsheet presentations are maintained that show itemized costs being transferred between functional categories.
5. The reclassified expenditures from Schedule 1 are the starting point for Schedule 2 of the indirect cost proposal. It is on Schedule 2 that unallowed costs, the federal share of college work-study and other unallowable costs are subtracted from expenditures so that they are not included in either the pool or base of the expenditures used to calculate the indirect cost rate. The indirect cost rate is

calculated on this Schedule 2 automatically after the adjustments are made. The adjustments are explained in a narrative attachment included with the proposal submission to the appropriate Federal agency.

6. Other information is also needed to support the supplementary schedules as follows:
    a. A copy of the current organization chart for the college.
    b. A copy of the Schedule of Expenditures for Federal Awards (SEFA) to include a copy of the reconciliation between college records and the financial statements and copies of award letters to demonstrate award and CFDA number.
    c. A copy of the college financial audit.
    d. A copy of the Accounts by General Ledger Code from the college's annual financial report.
    e. A summary description of the college's fringe benefits.
    f. A narrative description of the college's administrative functions.
    g. A reconciliation of general and administrative salary expenses charged to organizations in the institutional support function to the positions and expense per position. The expenditure totals in each presentation should be the same. The totals of this schedule should reconcile to the reconciled expenses on Schedule 1.
    h. Current expense and capital outlay expenses within the institutional support function should be prepared so that the reviewer can see the type of costs going into the pool to be recovered. The totals of this schedule should reconcile to the reconciled expenses on Schedule 1.

Procedure 4.22: Grant Procedures – Cash Management

Legal Authority – SJR Rule #s:
IPC Approval Date: 02/2016
Date Revised: 11/2021, 03/2026

Cash management options defined for grants:

- Advance Payments – Amount requested to be paid limited to amounts needed to meet immediate cash needs.
- Working Capital Advance – Amount requested to be paid is based upon estimated disbursement needs for a period of time.
- Reimbursement – Amount requested to be paid was previously paid in full by SJR State (generally within 30 days of initial payment).

SJR State generally draws federal funds from either the U.S. Department of Education G5 or from the Florida Grants System (FLAGS) on a reimbursement basis. Occasionally, other systems are used for one-time or ad-hoc grants. The following is an overview of the cash management procedures.

1. The grant's Project Manager, the Assistant Controller, and any other determined employees approve all allowable grant expenditures. SJR State pays for the approved expenditures through the college's established payables and payroll processes.
2. Grant expenditures are coded to unique organizations and funds that separate them from other college expenditures.
3. A budget to actual expenditure report is reviewed by the Project Manager, a finance staff member, and the appropriate grant office staff member at least quarterly.
4. Based on the expenditures on the Budget Status report and the Trial Balance report, the amount of the drawdown is calculated. The support for cash reimbursements is reviewed by the appropriate finance staff member for accuracy of calculation and completeness. For reimbursements of federal student financial assistance, the internal control systems in operation governing registration and federal financial aid administration is relied upon. These systems are the responsibility of the Registrar and Director of Financial Aid, respectively.
5. A quarterly budget amendment grant report is presented to the Board of Trustees.

The general practice to fund grants on a reimbursement basis does not preclude SJR State for certain grants to seek advance payments or a working capital advance. When grant funds are drawn down in advance of anticipated expenditures, SJR State will do the following:

1. SJR State will minimize the time elapsing between the transfer of funds and the disbursement of those funds for grant related expenditures.

2. SJR State will comply with the three-day rule, which requires the expenditure of funds within three days of the receipt of such funds.
3. Excess cash balances will be returned to the sponsoring agency after the three days have expired.

Procedure 4.23: Gift Cards/Certificates Procedure

Legal Authority – SJR Rule #s:
IPC Approval Date: 06/2016
Date Revised:

4.23.1 Definitions

The following items are considered to be gift cards/certificates:

1. Visa gift cards, Master Card gift cards, American Express gift cards, Discover gift cards.
2. Any store gift card or certificate that is redeemable for a large variety of commodities, such as grocery stores, department stores, home improvement stores, convenience stores, and online retailers.
3. Any gift card/certificate to restaurants.
4. Gift cards to the St. Johns River State College Bookstore.

4.23.2 Employees

St. Johns River State College departments may not use St. Johns River State College funds of any source to purchase gift cards/certificates to distribute to full or part-time employees.

Internal Revenue Service regulations consider gift cards/certificates to be cash equivalents with federal tax requirements to both employees and employers. Therefore, St. Johns River State College does not allow the purchase and distribution of retail gift cards/certificates to full or part-time employees.

Gift cards/certificates donated by a third party to be awarded to employees are subject to federal taxes. The employee's name, college ID number, and face value of the gift must be emailed to Human Resources so applicable taxes can be accounted for.

4.23.3 Non-Employees

St. Johns River State College does allow the purchase of gift cards/certificates for non-employees with the following restrictions:

1. The gift card/certificate cannot exceed $25.
2. The gift card/certificate cannot be purchased from the General Operating Fund, unless approved by the Vice President of Administration and Finance/CFO.
3. The gift card/certificate generally cannot be purchased for a specific person unless being purchased under certain grant guidelines.
4. Gift cards/certificates can only be purchased for an event, and winners are limited to one gift per person, per event. For example, a department may purchase gift cards/certificates for a college event and award a gift to different individuals for 1st, 2nd, and 3rd place winners.

5. The gift card/certificate cannot be awarded to a work-study student because they are considered to be an employee of the college.
6. Gift cards/certificates cannot be given in exchange for services.
7. Vice Presidents/Department Heads authorizing the purchase of gift cards/certificates are responsible for implementing proper safeguards and controls over the cards and certificates. In addition, a completed and signed Gift Card Form must be kept by the Vice President/Department Head to document receipt of the gift.

Gift cards/certificates should only be purchased as needed to avoid surplus gift card/certificate inventory.

If one individual receives multiple gift cards/certificates totaling more than $600 in a year, that information must be reported to the Controller who will initiate a 1099-MISC to the individual.

Procedure 4.24: Contracts Procedure

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2016
Date Revised: 10/2018; 09/2022; 11/2026

This procedure delegates signature authority and review requirements for agreements and contracts, other than grants, customized training agreements, and facility rental agreements.

4.24.1Definitions

The words defined in this section shall have the meaning set forth below whenever they appear in the Operational Procedures Manual, unless the context in which they are used clearly requires a different meaning or a different definition is prescribed for a particular article or provision.

- Affiliation Agreement – A contract wherein another entity provides a comprehensive learning experience including, but not limited to, nursing and other allied health students from the College within an internship setting on site at the other party's facility; normally, neither entity has a financial obligation to the other.
- Contract – A contract is any agreement, regardless of label, between the College and another entity or individual that creates mutual obligations that may or may not include the exchange of funds. Agreement, Letter of Intent, Letter of Agreement, and Memorandum of Understanding are examples of other labels frequently used for contracts. While use of different labels is acceptable, classification of contracts for the purpose of this procedure must be based on the definitions below regardless of such labels.
- Customized Training Agreement – Training, courseware development, management training related services, or any other revenue generating contracts, normally with employers for the purpose of improving the job and academic performance of its' employees or agents; usually, the training is specifically created for or provided by the client (the employer), an existing course is customized to some significant extent to meet the employer's needs, or the training is delivered at client or other off-campus facilities. The College may take a financial risk on recovery of its expenditures and has an opportunity to earn surplus unrestricted funds. These contracts are frequently fixed price or fixed fee, and usually have a deliverable (project management, course delivery, courseware development, etc.).
- End User License Agreement / Click Through Agreement – End User License Agreement is an electronically provided terms and conditions a user would accept in order to proceed, typically before downloading and/or using electronically provided software.

- Facility Rental/Use Agreement – Standard agreement completed by outside organizations requesting use of College facilities. It may or may not include facility charges. This agreement is covered under Procedure 6.8. Rental of the Thrasher-Horne Center (THC) is covered under Procedure 6.9.
- Grant – Grants provide external resources to develop new initiatives and move the College forward to improve the learning and lives of our students. Grants are not "free money." A grant award is a binding contract between the College and the funding agency. It has many strings attached, including programmatic goals and outcomes that must be met, and Federal, state and agency regulations that must be followed. Grants are processed through the College's Grants Department.
- Memorandum of Understanding (MOU) – A counter-signed document, regardless of label, with another entity for cooperation or collaboration toward some mutually desirable state or outcome.
- Thrasher-Horne Center (THC) Contract for Performances or Events – Contract agreement related to performances or events at THC.

4.24.2 Procedure

Any agreement between St. Johns River State College (SJR State) and another party that obligates each party to either perform services or pay money is a Contract. All Contracts must be in writing and must designate "St. Johns River State College (SJR State)" as the party to the Contract. Contracts must be approved by the President and must be signed by the President (or designee – authority for which must be in writing from the President).

Any department may initiate an agreement with another party that will result in a Contract or may receive a proposal from another party that will require a Contract. When a Contract is proposed, the originating department shall conduct a review of the content and purpose of the Contract to evaluate whether the subject of the Contract is consistent with the mission, goals, and long-range strategic planning of SJR State. The review may result in a determination to proceed with the Contract, not to proceed, or to seek additional information about the proposal.

If the originating department wishes to proceed with a proposed Contract, the initiating party shall complete the Contract Routing and Approval Form. The Director/Dean and the Vice President of that area will review and sign the Form. **The signature of each person attests that he or she has reviewed the Contract, to ensure compliance with bidding and purchasing requirements, financial aspects (including budget allocations), availability of funds, audit considerations, and concurs that it is appropriate to the mission of SJR State and recommends its implementation.**

The Vice President who has approved the *Contract Routing and Approval Form* shall forward it and the proposed Contract to the President. The President shall review the proposed Contract to ensure statutory compliance and liability and risk management issues before signing the *Contract Routing and Approval Form*. It is the department's

responsibility to notify the Office of the President if the contract or agreement is time sensitive.

The originals of fully executed Contracts shall be kept on file in the Office of the President or appropriate department. A copy of the Contract shall be forwarded to the originating Department. A database will be maintained containing information regarding contracts, including but not limited to, the parties to the contract, originating department, and contract period.

The originating department shall monitor compliance with the terms and conditions of the Contract as well as ensure contract amendments and renewals follow the processes outlined herein. The failure of the other party to fulfill its contract obligations or cure any deficiencies after notice and a reasonable period of time shall be reported to the Office of the President.

The President may authorize exceptions to this procedure.

PART FIVE - STUDENT PERSONNEL PROCEDURES

5.0 Student Personnel Procedures

Legal Authority – SJR Rule #s: 6.30, 6.07, 1.03, 6.3, 6.29, 7.10, 7.10, 6.03, 4.23, 6.03, 6.03
IPC Approval Date: 08/2007
Date Revised:

The student personnel program of St. Johns River State College supplements the formal classroom instruction by guiding the student toward a greater appreciation of the skills and habits needed for a successful and meaningful life. The goal of the program is to offer comprehensive services designed to promote the greatest welfare of the student. Refer to Procedure #2.14, Student Employees, for additional information.

5.1 Programs

Legal Authority – SJR Rule #s: 6.30, 6.07, 1.03, 6.3, 6.29, 7.10, 7.10, 6.03, 4.23, 6.03, 6.03
IPC Approval Date: 08/2007
Date Revised:

Student personnel services include the following programs:

5.1.1 Counseling/Advising

Through a program of orientation, academic advisement, career education, disability services, testing, and counseling, SJR STATE provides quality counseling/advising services in a comprehensive manner to promote learning and personal growth. The department offers opportunities for students to discuss their educational goals and the programs and courses available to help them meet those goals. The department also helps student understand the College's rules, regulations, and policies. Students also have access to information on transfer programs and how to best prepare to meet transfer/career requirements.

5.1.2 Financial Aid

In the form of loans, work assistantships, and scholarships.

5.1.3 Co-Curricular Activities

Designed to enrich the lives of the students and create a sense of identity with the College community, SJR STATE initiates and coordinates a variety of activities designed to enhance students' connection to the college and campus life, as well as encouraging participation in and supporting campus clubs and organizations. All activities are developed to promote the social, physical, and educational well-being of students.

5.1.4 Student Government Association

The purpose of this organization is to provide students with an active voice in matters concerning the student body at large, to provide for good citizenship, to provide good campus leadership, to build campus morale, and to facilitate campus communications and direction through an experience in democratic living which is characterized by responsible communication and cooperative endeavor among students, faculty, and administrators, and through meaningful and total student participation.

5.2 Clubs and Organizations

Legal Authority – SJR Rule #s: 6.30, 6.07, 1.03, 6.3, 6.29, 7.10, 7.10, 6.03, 4.23, 6.03, 6.03
IPC Approval Date: 08/2007
Date Revised: 11/2024

5.2.1 General

Opportunities for individual growth and enhancing College spirit are provided through membership in scholastic, special interest, service, social, religious, and inter-scholastic organizations.

Clubs and organizations at the College are student-led, with faculty and staff advisor guidance. Funding for clubs and organizations comes from student activity fees, which are paid by the students. Although students make decisions on how funds are spent, all requisitions and expenditures must follow established College guidelines and procedures.

5.2.2 Student Organization Sponsors

Serving as a direct link between the respective student organization and the Vice President for Student Affairs and Executive Director, sponsors and co-sponsors are appointed by the College President for approved student clubs and organizations.

Sponsors are expected to take an active interest in the group with which they work and to promote student leadership and democratic principles. They should advise, counsel, and encourage, but should exercise authority only when clearly necessary and desirable.

Specific duties of a sponsor include:

1. Attending meetings and activities of the organization and serving as a chaperon at socials or other activities requiring chaperons.
2. Maintaining an annual accounting of financial records, historical records, documents including the constitution, and club possessions.
3. Questioning possible conflicts between proposed activities and College policies and interpreting such policies to the membership when necessary.
4. Securing class excuses for students missing classes for approved activities.
5. Assuring the administration that students on academic or disciplinary probation do not represent the College nor serve as officers of the organization.
6. Assuming responsibility for final decisions in internal controversial matters when the decision cannot be reached by normal democratic means.
7. Following the procedural guidelines in the “Clubs and Organization Handbook.”

5.3 Regulations and Policies

Legal Authority – SJR Rule #s: 6.30, 6.07, 1.03, 6.3, 6.29, 7.10, 7.10, 6.03, 4.23, 6.03, 6.03
IPC Approval Date: 08/2007
Date Revised:

Policies and regulations concerning students are contained in the College Catalog, Student Handbook, Clubs and Organizational Handbook, and the Student Athlete Handbook. The College holds each student responsible for information in the College Catalog, Student Handbook, and designated areas on the College web site.

The College reserves the right to change any of its policies, regulations, programs or courses without notice, provided these changes are approved by Board of Trustees.

5.4 Graduation

Legal Authority – SJR Rule #s: 6.30, 6.07, 1.03, 6.3, 6.29, 7.10, 7.10, 6.03, 4.23, 6.03, 6.03
IPC Approval Date: 08/2007
Date Revised: 05/2022

Students can apply for and graduate in the Fall, Spring, or Summer term. SJR STATE conducts two annual graduation commencement exercises, at the end of each Fall and Spring term. The commencement exercises are held in the auditorium of the Thrasher-Horne Center on the Orange Park Campus. Students must apply to graduate prior to the deadline posted on the Academic Calendar in order to participate in the commencement exercise.

All college administrators and faculty are required to attend both the fall and spring graduation ceremonies. Adjunct faculty is not required to attend.

5.5 Athletics

Legal Authority – SJR Rule #s: 6.30, 6.07, 1.03, 6.3, 6.29, 7.10, 7.10, 6.03, 4.23, 6.03, 6.03
IPC Approval Date: 08/2007
Date Revised: 10/2018, 07/2023

St. Johns River State College is a charter member of the Association of Florida Colleges Activities Association and competes in the Mid Florida Conference. SJR STATE offers intercollegiate baseball for men, and intercollegiate volleyball and softball for women. SJR STATE is also a member of the National Junior College Athletic Association and competes in Region VIII of this organization. Current athletic schedules can be viewed on the web at www.sjrvikings.com.

St. Johns River State College maintains its athletic facilities on the Palatka Campus to include a weight room, basketball court, tennis courts, baseball, and softball fields. Use of these facilities is free for SJR STATE faculty and staff members outside of regularly scheduled team practice times or regularly scheduled games.

5.5.1 Athletics Drug Testing Procedure

1. St. Johns River State College may randomly test a percentage of the roster athletes at least one time per month during the Fall and Spring academic calendar.
2. The time each month for testing and the individual athletes to be tested will be determined randomly by the Office of Student Affairs.
3. Each sports team will submit a current roster of participating athletes to the Office of Student Affairs. Those names will be subjected to a randomization process and an equal percentage of each sport will be chosen to undergo testing.
4. All athletes that have had a previous positive test or have given cause can be added to the list of athletes to be tested.
5. All athletes will be notified by either the Office of Student Affairs or designated athletics staff.
6. Each athlete chosen to participate in testing must report to the appropriate testing location, to be designated by St. Johns River State College at the beginning of the academic year, subject to change due to unforeseen circumstances. Refusal to participate will result in a “positive” test and appropriate actions will be taken.
7. The athletes, at the time they are notified, will be tested at the College by using a single sample integrated cup test. If the sample screens positive, a second sample may be tested to verify positive results.
8. The designated student-athlete must remain on the premises until he/she successfully provides a testing sample. If he/she leaves the premises without providing a sample, it is to be considered a positive test.

9. The student-athlete may have a witness accompany him or her to the SJR State testing to certify identification and to monitor the proceedings. Each specimen will be sealed under observation of the student-athlete and collector. The student-athlete maybe assigned a personal code number, which will be recoded on the student athlete's signature form and on the specimen bottle. A portion of the sample will be analyzed for the presence of drugs banned by the NCAA.
10. The Office of Student Affairs and the Director of Athletics will be immediately notified of all positive results. All positive results will be given an option to have the sample tested within a reasonable amount of time at an offsite facility of the College's choosing before action is taken. The student athlete has the right to appeal through the Office of Student Affairs any positive drug test result.
11. In order to participate, students must sign the *Student-Athlete Consent Form for the Substance Abuse Testing Program*.

5.5.2 Consequences of Positive Drug/Alcohol Testing

The primary purpose of these consequences is the rehabilitation of the student athlete.

First Offense

1. The Office of Student Affairs and the Director of Athletics will be notified that a breach of rules has occurred, and appropriate disciplinary action will be taken (see Student Code of Conduct) by the Office of Student Affairs.
2. The student-athlete will be required to contact his/her parent or guardian in the presence of the Director of Athletics and/or his/her designee and the student-athlete's head coach. Should the student-athlete fail to comply, the Office of Student Affairs will notify the parents of the positive test and result violation of the program.
3. The student athlete will be indefinitely suspended from participation in intercollegiate athletics at SJR State, effective immediately. Suspension will be for 10% of all regular season games, immediately following the positive test result.
4. The student athlete will be tested randomly thereafter for the remainder of the academic year.

Second Offense

1. The Office of Student Affairs and the Director of Athletics will immediately be notified that a breach of rules has occurred, and appropriate disciplinary action will be taken (see *Student Code of Conduct*) by the Office of Student Affairs.
2. The Office of Student Affairs will notify the student-athlete's parent(s) or guardian(s).

3. The student athlete will be permanently suspended from participation in any intercollegiate sports at the college, effective immediately by the Office of Student Affairs and Director of Athletics.
4. The student athlete's scholarship will be cancelled, effective immediately, resulting in a forfeiture of all athletic aid.
5. The student-athlete will be required to attend a confidential meeting with the Office of Student Affairs and appropriate College staff.

Failure to comply with any of the above guidelines may result in loss of athletic financial aid prior to the end of the semester.

5.6 Student Mental Health and Behavioral Health Supports

Legal Authority – SJR Rule #: 6.37
IPC Approval Date: 10/2026
Date Revised:

5.6.1 Purpose

This procedure implements Board Rule SJR 6.37 and establishes how St. Johns River State College ("College") trains faculty to detect and respond to student behavioral health concerns, connects students to institutional and community-based behavioral health services (including crisis intervention), and posts required mental health awareness and suicide prevention information, consistent with Section 1006.601(5), F.S.

5.6.2 Definitions

- TMT/CARE Team: The College's multidisciplinary joint Behavioral Intervention Team/Threat Management Team.
- Student Support Ombuds (SSO): The College's existing team of campus-based ombuds officers, designated under Section 3 of this procedure as the College's primary referral hub for student mental and behavioral health concerns. Also referred to as "the Ombuds."
- Behavioral Health Concern: A student's observed behavior, communication, or self-report suggesting the student may be experiencing a mental health, emotional, substance use, or related wellness difficulty that is affecting the student's safety, functioning, or ability to succeed at the College.
- Concerning Behavior Report Form: The College's online reporting tool through which faculty, staff, or students may refer a student of concern to the CARE Team, SSO or another appropriate College team.
- Anonymous Reporting System: The College's designated system through which any member of the College community may report concerning behavior, communications, or threats without identifying themselves.
- Crisis: A situation in which a student appears to be at imminent risk of harm to self or others, requiring an immediate response rather than a routine referral.
- Institutional Behavioral Health Services: Behavioral health-related supports provided directly by or through the College, including SSO case management and referral coordination and the College's contracted mental health/teletherapy provider.
- Community-Based Behavioral Health Services: Behavioral health resources provided by outside organizations, including county and regional mental health, crisis, and social-service providers serving the College's Palatka, Orange Park, and St. Augustine service areas.

5.6.3 Designation of the Referral Hub

The College designates the Student Support Ombuds (SSO) as its primary referral hub for connecting students exhibiting mental or behavioral health concerns to appropriate institutional and community-based services, for purposes of this procedure and Section 1006.601(5), F.S. Each College campus (Palatka, Orange Park, and St. Augustine) has a designated SSO ombuds staff member. Current SSO contact information is maintained at sjrstate.edu/ombuds.

This designation does not replace or delay any employee's independent duty to contact 911 or Campus Safety and Security for a student in apparent crisis. Routine, non-emergency referrals are directed to the SSO; emergencies are handled under SJR Procedure 3.10 (Emergencies) and SJR 3.42 (Postsecondary Threat Management Protocol) as applicable. The CARE Team and SSO will provide follow-up support once the immediate emergency response has concluded.

Where a referral to the SSO reveals information suggesting the student may also pose a threat of harm to self or others within the meaning of SJR 3.42, the SSO must promptly notify the College's triage team under SJR 3.42 so the matter can be triaged to the Threat Management Team (TMT). The SSO and CARE Team roles are complementary and, per SJR 3.42's joint designation, may involve overlapping personnel, but the mental-health-support function of the SSO under this procedure is distinct from the CARE Team's threat management function.

5.6.4 Faculty Training

All faculty must complete training on detecting and responding to students exhibiting behavioral health concerns. At a minimum, the training must cover:

- Common warning signs of a student experiencing a mental or behavioral health concern (e.g., significant changes in attendance, engagement, mood, or academic performance; statements suggesting distress, hopelessness, or self-harm; disclosures of crisis in coursework or conversation);
- How to respond supportively to a student who discloses a concern, without attempting to diagnose or provide clinical treatment;
- Direction on where to refer a student with a mental or behavioral health concern — specifically, submission of a Concern Form or a report received through an anonymous reporting system, or direct outreach to the campus SSO ombuds officer;
- How to distinguish a routine referral from an apparent crisis, and the requirement to contact 911 or Campus Safety and Security immediately — rather than submitting a routine referral — whenever a student appears to be in imminent danger; and
- Where to direct a student seeking immediate crisis support on their own behalf, including the 988 Suicide & Crisis Lifeline (call, text, or chat) and the College's teletherapy counseling service.

New faculty must complete this training during onboarding, before or within the first term of teaching. All faculty must complete refresher training annually.

5.6.5 Connecting Students to Institutional and Community-Based Services

The SSO provides case management and referral coordination for students with behavioral health concerns, including:

- Referral to the College's contracted teletherapy/mental health counseling service;
- Referral to on-campus and community resources for housing, food insecurity (including the Viking Exchange food pantry), and other issues;
- Homeless liaison services and disability referrals;
- Case management for students who are academically at-risk or facing other success barriers; and
- Connection to county-level community behavioral health and wellness resources for the Clay, Putnam, and St. Johns County service areas.

5.6.6 Crisis intervention

Any employee who becomes aware that a student is in apparent crisis (imminent risk of harm to self or others) must contact 911 immediately. Once the immediate safety response is underway, the employee should also submit a Concerning Behavior Report Form so the CARE Team can arrange follow-up support and continuity of care. Students seeking confidential crisis support directly may be directed to the 988 Suicide & Crisis Lifeline (24/7 call, text, or chat) at any time, without a referral.

The SSO maintains and periodically updates a resource guide of institutional and community-based behavioral health services, including crisis resources, for use by faculty, staff, and students. This guide is made available through the SSO webpage and shared with faculty during training under Section 4.

5.6.7 Mental Health Awareness and Suicide Prevention Notice

The College will post and maintain a mental health awareness and suicide prevention notice, consistent with the content requirements of Section 1006.601(4), F.S., in the following locations:

- On the College's website, including the SSO webpage (sjrstate.edu/ombuds) and other student-facing pages designated by the Office of Student Affairs;
- In conspicuous locations on each campus, including at minimum student centers, campus libraries, advising and SSO offices, and main academic buildings; and
- In the online student portal.

At minimum, the notice must include the 988 Suicide & Crisis Lifeline number and an explanation that it may be called, texted, or chatted. The Office of Student Affairs is responsible for the notice's content, design, translation needs, and accessibility compliance, and for confirming annually that all posted and web-based notices remain current.

5.6.8 Roles and Responsibilities

Role	Responsibility
Student Support Ombuds (SSO)	Serves as the College's primary referral hub; provides case management, institutional and community referrals, and crisis follow-up; maintains the resource guide; coordinates with the CARE Team when a referral raises a threat concern.
Faculty	Complete required training; recognize and respond appropriately to behavioral health concerns; submit Concerning Behavior Report Forms for referrals; contact 911/Campus Safety and Security for apparent crises.
Office of Student Affairs	Owns this procedure; oversees the mental health awareness and suicide prevention notice; coordinates with SSO and Campus Safety and Security; tracks and reports faculty completion of behavioral health training.
Campus Safety and Security	Responds to on-campus emergencies and crises consistent with College policy; coordinates with Office of Student Affairs and/or the CARE Team on follow-up.

5.6.9 Recordkeeping and Confidentiality

Student case records and referral documentation are maintained consistent with FERPA and the College's Records Management Policy (SJR 3.38). Where a student's records include clinical counseling information from the College's contracted teletherapy service, those records are subject to any additional confidentiality protections applicable to treatment records under state and federal law. SSO staff share information with the CARE Team or other College officials only as necessary and appropriate to address a threat management or safety concern, consistent with SJR 3.42.

5.6.10 Annual Review

This procedure is reviewed at least annually, prior to the start of each fall term, and updated as needed to remain consistent with Section 1006.601, F.S., as amended, and any changes to the College operational structure, staffing, or scope.

PART SIX - EDUCATION FACILITIES PROCEDURES

6.0 Compliance with Building Codes

Legal Authority: – SJR Rule #s: 2.08
IPC Approval Date: 08/2007
Date Revised:

The District Board of Trustees of St. Johns River State College shall ensure that all new construction, renovation, remodeling, day labor, and maintenance projects conform to the appropriate sections of the Florida Building Code, Florida Fire Prevention Code, or where applicable as authorized in law, other Building Codes and life safety codes [FS 1013.38 (1)]. As required in FS 1013.37, the Board of Trustees will also comply with the current State Uniform Building Code for Public Educational Facilities (SREF).

6.1 Educational Plant Survey; Localized Need Assessment

Legal Authority – SJR Rule #s: 2.09
IPC Approval Date: 08/2007
Date Revised:

At least once every five years, the District Board of Trustees will approve an Educational Plant Survey prepared by the appropriate College staff and consultants if necessary [FS 1013.31 (1)]. The Educational Plant Survey will aid in formulating plans for housing the educational programs and anticipated student population, as well as faculty, staff, administrators, and auxiliary and ancillary services of St. Johns River State College. The Educational Plant Survey will comply with the criteria set forth in FS 1013.31 (1) through (5) (b), rules of the State Board of Education set forth in 6A-14.0061, Chapter 6A-2 of the Florida Administrative Codes and the current SREF requirements. Once the Five-Year Educational Plant Survey is approved by the Board, it will be forwarded to the Department of Educational Facilities for review and validation.

6.2 Employment of an Architect

Legal Authority – SJR Rule #s: 2.10
IPC Approval Date: 08/2007
Date Revised:

Except as otherwise provided FS 1013.45 and FS 481.229, the District Board of Trustees will employ a Registered Architect for the development of plans for the erection, enlargement, or alteration of any facility on any of the College campuses or centers unless the cost of construction is less the $50,000 (fifty thousand dollars) [FS 1013.45 (4)]. Designated College officials working with the architect(s) shall continually evaluate the campus plan for the College and make specific recommendations and plans as are needed to implement the master plan. Such plans and recommendations, when approved by the Board, are forwarded to the appropriate state agencies in accordance with existing state regulations.

At the Board's discretion, the Board may elect to employ a construction management entity pursuant to FS 1013.45 (1) (c) using the process defined in FS 287.055. At the Board's discretion, the Board may also elect to employ a program management entity pursuant to FS 1013.45 (1) (d) using the process defined in FS 287.055. The Board may also elect to employ a "design-build firm" using the procedures delineated in FS 287.055 [FS 1013.45 (1) (b)].

6.3 Pre-qualification of Contractors

Legal Authority – SJR Rule #s: 2.11
IPC Approval Date: 08/2007
Date Revised:09/2025

The College will pre-qualify bidders for construction contracts according to rules established by the State Board of Education in FAC 6A-2 and SREF which require the pre-qualification of bidders for educational facilities. The District Board of Trustees shall require that all construction or capital improvement bids be accompanied by evidence that the bidder holds an appropriate certificate or license or that the prime contractor has a current valid license [FS 1013.46 (1) (c)].

As required by current SREF requirements, the Board of Trustees adopts the following procedures for the pre-qualification of contractors:

1. St. Johns River State College shall pre-qualify construction contractors for a one-year period or for a specific project.
2. Contractors shall be pre-qualified by St. Johns River State College on the basis of the following criteria, and other criteria as determined to be appropriate by St. Johns River State College:
    a. Proof that the contractor holds a contractor's license which authorizes the contractor to supervise the work within the scope of the construction project.
    b. Evidence that the applicant has financial resources to start-up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks pre-qualification. The written verification must be submitted by a licensed surety company rated excellent (or better) in current A.M. Best Guide and qualified to do business within Florida. St. Johns River State College may require the applicant to submit any audited or un-audited financial information necessary to evaluate an applicant's financial ability to perform the project and to respond to damages in the event of default.
    c. Evidence of satisfactory experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or less cost or scope projects as shown by the successful completion within the past five (5) years of at least two (2) other projects of similar size.
    d. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment

rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.

3. The St. Johns River State College procedure for pre-qualification of contractors shall:
    a. Not restrict competition, or prevent the submission of a bid, or prohibit the consideration of a bid submitted by pre-qualified contractor.
    b. Allow pre-qualification of any responsible contractor who meets the uniform criteria established in the State Requirements for Educational Facilities (SREF).
    c. Govern the submission of financial information by contractors.
    d. Provide for a Contractor Pre-qualification Review Committee to review and evaluate applications and make recommendations for type of project, dollar volume, and limits allowed within the scope of the pre-qualification.
    e. Provide for the rejection of application which contains inaccurate information, declare a contractor delinquent, and suspend or revoke a pre-qualification certificate.
    f. Provide for either the approval or rejection of each application for pre-qualification within sixty (60) days after receipt by the Board's administrator.
4. Each contractor, firm or person requesting pre-qualification shall be required to submit separate applications that include, at a minimum, the following:
    a. Detailed information on St. Johns River State College -prescribed forms setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement, and references.
    b. Audited or un-audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operation, and bonding capacity.
    c. General information about the contractor company, its principals, and its history including state and date incorporation.
    d. Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
    e. A list of projects completed within the past five (5) years, including dates, client, contact name, contact phone number, approximate dollar value, and size.
    f. Certificates of insurance confirming current worker's compensation, public liability, and property damage insurance as required by law.

g. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.

h. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.

5. The St. Johns River State College may issue a certificate valid for one year or a specific project. The certificate shall include:

   a. A statement indicating that the contractor may bid for projects during the time period specified, or may bid on the specific project, as appropriate.

   b. A statement establishing the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or ten (10) times the net quick assets.

   c. A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the Board at any one time. The maximum value of each project may be up to twice the value of the largest project previously completed but shall not exceed the contractor's bonding capacity or ten (10) times the net quick assets.

   d. A statement establishing the type of work the contractor will be permitted to provide.

   e. The expiration date of the certificate.

6. Certificates not for a specific project shall be subject to an annual renewal process.

   a. Financial statements or written verification of bonding capacity on file with the Board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least thirty (30) days written notice by the Board, shall automatically revoke a pre-qualification certificate.

   b. The St Johns River State College may allow pre-qualified contractors to request a revision of their pre-qualification status at any time they believe the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.

7. The decision to declare a contractor delinquent may only be made by the President and must be ratified by the Board at its next regular meeting following such decision by the President. Should a contractor be determined to be delinquent, after notice and an opportunity for a fair hearing, St. Johns River State College shall notify the contractor and its surety, in writing, that the contractor is disqualified from bidding work with St. Johns River State College as long as the delinquency status exists. A

delinquent condition may be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:

a. A substantial or repeated failure to comply with contract documents after written notice of such non-compliance.

b. A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.

c. Substantial deviation from project time schedules after written notice of non-compliance.

d. Substantial or repeated failure to pay subcontractors after St. Johns River State College has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.

e. Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.

f. Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.

g. Failure to maintain the required insurance coverage after written notice of such failure.

8. The St. Johns River State College may, for good cause, suspend a contractor for a specified period of time or revoke the pre-qualification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:

a. Inaccurate or misleading statements included in the application.

b. Declared in default by St. Johns River State College.

c. Adjudged to be bankrupt.

d. Performance, in connection with contract work, becomes unsatisfactory to St. Johns River State College based on St. Johns River State College asserting and recovering liquidated damages in action against the contractor.

e. Payment record, in connection with the contract work, becomes unsatisfactory.

f. Becomes delinquent on a construction project.

g. Contractor's license becomes suspended or is revoked.

h. No longer meets St. Johns River State College pre-qualification criteria.

9. A contractor whose application has been rejected or whose certificate has been suspended or revoked by St. Johns River State College shall be given the benefit of reconsideration and appeal as follows:

a. The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of the appeal.

b. The St. Johns River State College shall act upon a contractor's request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. St. Johns River State College may require additional information to justify the reconsideration.

6.4 Bidding of Construction, Renovation, and Remodeling Contracts

Legal Authority – SJR Rule #s: 2.12
IPC Approval Date: 08/2007
Date Revised:

Unless otherwise authorized by law, all construction, renovation, remodeling, and demolition projects will be competitively bid by District Board of Trustees; however, only those entities that have pre-qualified to bid on the particular project will be allowed to submit bids. The District Board of Trustees will issue an invitation to bid simultaneously to all pre-qualified entities. The invitation to bid will include a detailed description of the construction project; the time and date for the receipt of bids; the time and date for the opening of the bids in a public meeting; and all contractual terms and conditions applicable to the project including the criteria to be used in determining the acceptability of a bid. Bidders for the project will submit sealed bids by the established deadline and the bids will be opened by the College in a public meeting to which all bidders will be invited (FS 287.055)

The contract will be awarded by written notice to the responsible and responsive entity that submits the lowest responsive bid as provided in FS 287.055 (1) (b). If after taking into consideration all alternates, the bid of the lowest responsible and responsive bidder exceeds the construction budget, the Board of Trustees may declare an emergency. After stating the reasons why an emergency exists, the Board may negotiate the construction contract or modify the construction contract, including the specifications, with the lowest responsible and responsive bidder. If the contract is modified, the Board will resubmit the modified documents to the authorized state review authorities for compliance with all SREF and Building Code requirements. The Board may also reject all bids submitted at its discretion and may re-advertise calling for new bids. [FS 1013.46(1) (a)]

6.5 Change Orders

Legal Authority – SJR Rule #s: 2.13
IPC Approval Date: 08/2007
Date Revised:

The Board of Trustees vests in the President the authority to approve change orders on construction projects in the name of the Board up to fifty thousand dollars ($50,000). Approvals shall be for the purpose of expediting the work in progress and shall be reported to the Board of Trustees at the next regularly scheduled meeting of the Board for approval. The approval of each change order shall also be recorded in the official minutes of the Board meeting. Change orders in excess of fifty thousand dollars ($50,000) will require prior approval of the Board before the change order can be executed [FS 1013.48].

6.6 Guidelines for Contractual Provisions for Community College Construction Contracts

Legal Authority – SJR Rule #s: 2.14
IPC Approval Date: 08/2007
Date Revised:

St. Johns River State College will require the following language in all construction contracts:

"When the contractor receives payment from the owner for labor, services, or materials furnished by subcontractors and suppliers hired by the contractor for the project, the contractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the contract, within 10 days after the contractor's receipt of payment from the owner. When the payment due the subcontractor is for final payment, including retainage, the subcontractor must include with the invoice for final payment a conditional release of lien and all appropriate warranties and closeout documentation. When the subcontractor receives payment from the contractor for labor, services, or materials furnished by subcontractors and suppliers hired by the subcontractor, the subcontractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the contract, within ten (10) days after the subcontractor's receipt of payment."

6.7 Contracting for Architectural and Other Professional Services

Legal Authority – SJR Rule #s: 2.15
IPC Approval Date: 08/2007
Date Revised: 09/2023

When professional services are required for a project in which the basic construction cost is estimated to exceed $325,000, or for a planning or study activity when the fee for professional services exceeds $35,000 (F.S. 287.017): [F.S. 287.055 (3) (a)], the following procedures will be used by the College.

6.7.1 Public Announcement of the Project

1. The appropriate Vice President or Chief Financial Officer (CFO) will ensure the project is publicly announced, in a uniform and consistent manner. The Announcement will set forth a general description of the work to be done and services to be rendered.
2. The announcement for services will solicit one (1) original hard copy and one (1) copy on a USB drive that must include, but not be limited to:
    a. Letter of interest.
    b. Federal Government Standard Forms 254 and 255 Architect-Engineer Questionnaires, requiring at least Section 8 of Form 255 the name, address, phone and contact person of the primary general contractor or construction manager of the proposed project, the name address, phone; and contact person for the proposed project, and in Section 10 the firm's practice concerning affirmative action.
    c. Certificates providing proof that insurance coverage as outlined in Section III F of this procedure, are in force.
    d. Copies of State of Florida licensing board certificates for the firm and members of the firm.
    e. Evidence of financial resources including the most recent (12 months) audited or unaudited financial information. Financial information required is a Classified Balance Sheet, a Statement of Cash Flows, and a Statement of Revenue and Expenses.
    f. A Sworn Statement on Public Entity Crime, as required by F.S. 287.133 (3) (a).
    g. An organizational chart listing personnel and consultants proposed for this project.
    h. For each team member listed on item number 7, list at least the five (5) most recent projects that the team member participated in that are relevant to the proposed project in terms of scope, cost, use, etc.

6.7.2 Review of Proposals

1. The President or his or her designate, will appoint at least a three (3) member review team to study the qualification data for each firm responding to the advertisement within the time limits specified.
2. After a complete study of all proposals and information, the review team should certify at least three (3) firms as most qualified.

6.7.3 Background Check

1. The appropriate Vice President or designee will coordinate a background check on the three (3) most qualified firms.
2. In the event one of the first three (3) firms does not pass the background check, the next ranked firm will have a background check conducted and will be added to the final short list to be interviewed if the firm passes the background check.

6.7.4 Interview and Selection of Qualified Firms

1. The review team will interview each of the three (3) firms and rank the firms using evaluation forms prescribed by the CFO.
2. The CFO will take the review team's recommendations to the Board. Based on the review team's recommendations, the Board will approve or disapprove the ranking of the three (3) most qualified firms, and direct the staff to begin negotiations with the number one firm.

6.7.5 Negotiation and Professional Service Contracts

1. After the ranking of the firms has been approved by the Board, the CFO and/or Vice President/General Counsel will conduct fee and contract negotiations with the most qualified firm.
2. The parties will:
    a. Agree upon the full scope of services to be supplied;
    b. Agree upon compensation.
3. When an agreement on the scope of services and fees is reached through negotiations, the CFO or designee will present the negotiated contract to the Board for approval.
4. In the event no agreement is reached with the firm ranked number one (1), negotiations will be conducted with the firm ranked number two (2).
5. In the event no agreement is reached with the firms ranked number one (1) or two (2), negotiations will be conducted with the firm ranked number three (3).

6. In the event no agreement is reached with the firm ranked number three (3), the selection process will start over from the beginning.

6.7.6 Insurance Requirements

All professional firms selected by the Board pursuant to the Consultants' Competitive Negotiations Act, (F.S. 287.055), will carry and maintain during the period they are performing services for the College, and thereafter as referenced below, as a minimum, the following insurance coverage, and limits:

1. Professional Liability Insurance in limits not less than one-million dollars ($1,000,000) per occurrence, covering errors, omissions, or negligent acts with a per occurrence deductible not to exceed fifty-thousand dollars ($50,000). Such coverage will be maintained for a period of three (3) years after the date of final payment to the architect or engineer.
2. Commercial Comprehensive Liability Insurance (including blanket contractual liability and completed operations, explosion, collapse, and underground hazards) in limits of not less than one-million dollars ($1,000,000) per occurrence/two-million dollars ($2,000,000) aggregate, with no deductible, covering personal injury, bodily injury, and property damage. The Board of Trustees of St. Johns River State College will be named as an additional insured on the policy.
3. Comprehensive Automobile Liability Insurance, including owned, non-owned & hired, in limits of not less than five-hundred thousand dollars ($500,000) per occurrence, covering personal injury, bodily injury and property damage. The Board of Trustees of St. Johns River State College will be named as an additional insured on the policy.
4. Workers' Compensation Insurance in compliance with F.S. 440 and Employer's Liability with limits of five-hundred thousand ($500,000) each accident, five-hundred thousand ($500,000) disease liability coverage each employee, and five-hundred thousand ($500,000) disease coverage policy limit.
5. Valuable papers and records insurance in an amount of not less than one-hundred thousand dollars ($100,000) per occurrence, with no deductible to assure the substantial restoration of any plans, drawings, or other similar data related to the architect's or engineer's services which are in the care, custody or control of the architect or engineer.
6. Certificates evidencing that all of the above insurance coverage and limits are in force will be furnished to the Board before any services are performed, at all renewal times, and will require written notification to the Board at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification.
7. All insurance will be with insurers authorized to do business in Florida and all non-self-insured companies will have an AM Best Rating of A-VI or better.

8. If the architect or engineer should fail to provide or otherwise maintain the required insurance coverage and limits, the Board may purchase the insurance and hold the architect or engineer responsible for the cost thereof

6.8 Facilities Usage Procedure

Legal Authority – SJR Rule #s: 2.17. 2.16
IPC Approval Date: 12/2010
Date Revised: 01/14/2020; 09/07/21, 02/08/22; 11/08/22

St. Johns River State College, upon application and approval, makes its campus facilities (excluding the Thrasher-Horne Center) available to organizations in the College's service region and governmental entities for meetings or other events on a space available basis. St. Johns River State College is a public educational institution locally governed with statutory and funding ties to the state government of Florida. The public character of the College does not grant to individuals license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups. All facilities are owned or controlled by the District Board of Trustees of St. Johns River State College and their use is administered centrally. The Board delegates the authority to the President or designee to schedule College facilities, based on relevant policies and procedures. Facilities will be scheduled according by the following priorities:

1. Academic activities involving course credit
2. Academic activities other than course-related activities
3. Administrative department meetings and programs
4. College-sponsored activities as directed by the Office of the President
5. Athletic activities in which College students compete, other than club sports and intramurals
6. Student activities related to student clubs and organizations that are recognized by the College and in which College students participate
7. Co-sponsored activities
8. External activities

The following College facilities are available as space permits:

- Large lecture rooms
- General purpose classrooms
- Conference rooms
- College grounds, i.e., sports complexes, parking lots, and patio areas
- Gymnasium
- Florida School of the Arts Auditorium

6.8.1 Availability of Facilities

When St. Johns River State College experiences increased enrollment and a need for classroom space along with space for student activities, **the College reserves the right to cancel a scheduled facility reservation should activities of the College require use of the space. Organizations seeking a guaranteed venue that cannot be cancelled should seek to reserve facilities elsewhere**. If it becomes necessary for St. Johns River State College to cancel a facility reservation, every attempt will be made to relocate the event to another area or to reschedule within thirty (30) days, based on availability of facilities. The College's mission of serving our students is SJR State's top priority and meeting the needs of our students comes first. Facilities may not be available on legal or College holidays, or during registration and exam periods. Events cannot interfere with the normal operation or educational programs of the College. **The use of College facilities will be automatically cancelled when the College is closed, due to inclement weather.**

6.8.2 Reservation of Facilities

A facilities application must be completed, submitted, and approved by the President or his/her Designee in order to reserve space at our Palatka, St. Augustine, and Orange Park Campuses (excluding THC) and our Workforce Training Center. A copy of the approved application will be provided to the event sponsor. Individual SJR State faculty and staff members do not have the authority to grant facilities usage requests. Verbal reservations are not binding. Reservations should be submitted at least thirty (30) days prior to a desired event.

The College requires all non-College groups to provide proof of liability insurance, and an indemnification agreement. Proof of liability insurance and the indemnification agreement must be filed and approved by the President or his/her Designee before any facility or property can be approved for outside use. Use of College facilities by outside users requires combined single limits of liability of at least $1,000,000 and a certificate of insurance naming St. Johns River State Colleges additional insured. Outside groups who provide activities involving minors shall require the sponsor to provide sex abuse and molestation coverage with the limits of $1,000,000 and a certificate of insurance naming St. Johns River State College as additional insured. Only the President or his/her designee can reduce or waive this insurance requirement. In any event, the certificate of insurance, letter of self-insurance, or waiver should be on file prior to the scheduled event.

6.8.3 Criteria Used for Approval of Requests

In general, requests for space may be approved if:

- The function planned does not duplicate or conflict with the College programs or the College mission;
- does not interfere with normal College operations or with public access to College buildings;
- does not violate any laws, leases or other contracts;

- the activity is compatible with the security of the College community, and any fee charged by the entity to attendees is properly disclosed on the facilities use application:
- suitable space is available and the College can accommodate the arrangements requested.

SJR State reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject any application from an organization or group that has previously misused facilities or breached an agreement.

6.8.4 Terms of Use

The event sponsor must agree to indemnify and hold harmless SJR State from any loss, damage, liability expense, claim, or demand that may arise as a result of the sponsor utilizing College facilities. An inspection of the facility will be made by SJR State before and after the event. It is expected that property and facilities shall be returned in the same condition as found. User's property and equipment must be removed from College facilities immediately following the event.

The event sponsor will be financially responsible for any damage as a result of the sponsored event and will be charged for the cost of replacement (based on pricing obtained for damaged or removed property).

6.8.5 Tobacco Free Policy

SJR State College is a tobacco-free College. The use, distribution, or sale of tobacco or any object or device intended to simulate that use is prohibited on all College-owned, operated, and leased property (including College vehicles or equipment, owned or leased, both on and off college property). Tobacco use shall be prohibited in all personal vehicles while on College property. College students, employees, contractors, vendors, patrons, and visitors are expected to observe and comply with this policy at all times. (See Procedure 3.27 – Tobacco Free Policy).

6.8.6 Facilities Usage and Minors on Campus

Appropriate supervision for events involving minors must be provided. A designated event sponsor adult must remain at the event until all minor children have been picked up by parents or guardians.

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability and the safety of minors on campus is a high priority for SJR State. Procedure 3.36 – Guidelines for Minors on Campus- provides guidelines for those in the College community who work with or interact with minors. The procedure is designed to help safeguard and protect minors when they are on campus. Groups or individuals using College facilities in accordance with this procedure shall follow the Guidelines for Minors on campus as outlined in Procedure 3.36.

When scheduling events at the College that includes minors, the event sponsor must provide a Sexual Abuse/Molestation liability ($1,000,000) endorsement or policy.

6.8.7 Fees

Groups will be charged for facilities use in accordance with the rate schedule approved by the College. Fees may be waived by the President or his/her designee if the group is a non-profit or governmental organization. However, fees to cover the cost of janitorial services, outdoor lighting, air conditioning, and to provide building access may apply even if other fees have been waived. All fees must be paid in full at least five (5) days in advance of the Event Date. Contact the Property and Risk Manager at (386) 312-4180 or Director of Capital Assets and Risk Management at (386) 312-4110 to obtain the fee schedule. If an event occurs outside the hours of regular campus security coverage, a building access fee for unlocking the building for the event and then relocking the building after the event may be charged at the current hourly rate for contract security. A minimum of four (4) hours will be charged.

Scheduling the Florida School of the Arts allows use of the “house lights” only (located above the seating area). If your event requires use of the stage lights, the College may be able to provide a technician for a fee based on availability of staffing and current operating condition of the equipment. **SJR State does not guarantee that a technician will be available to provide stage lighting. Florida School of the Arts will need to be contacted directly to obtain technician’s fees. Their phone number is 386-312-4303.** Audio Visual – A stationary microphone can be supplied for meetings subject to availability.

6.8.8 Security

Outside groups using facilities and requiring Security must pay for any additional security required by the College for facilities usage at the current hourly rate for contract security. A minimum of four (4) hours will be charged.

6.8.9 Event Promotion

Community organizations or outside groups using SJR State facilities may not use the College name in association with the external program to state or imply sponsorship, cooperative programming, or endorsement unless specifically agreed to in advance in writing.

6.8.10 Foods and Beverages

Foods and refreshments may be served at certain facilities. The user group is responsible for providing refreshments, for cleanup, placement of trash in containers, and for repair of any damaged or soiled furniture, floors, or walls. The user group is also responsible for the cleanup of any outdoor areas, which were utilized by the user group. Items such as table cloths, water pitchers, and glasses, etc., must be provided by the user group. Serving alcoholic beverages by outside groups is prohibited on the College Campuses, unless

approved in advance by the President or designee and the user group has procured an adequate liquor liability policy. Food and beverages are prohibited in the Florida School of the Arts Auditorium.

6.8.11 Parking

Ample parking is available college-wide. Handicapped spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation.

6.8.12 Event Signage

Any signage that the event sponsor proposes to place on campus to promote such event, as well as the proposed location of the signage, must be approved in advance by the College. Signage should be submitted for review at least ten (10) days prior to the event.

6.8.13 Questions

For more information, about the scheduling of facilities at SJR State, contact the Property and Risk Manager located in the Palatka Business Office at 386-312-4180.

6.9 Thrasher-Horne Center Rental Usage

Legal Authority: SJR Rule #s: 4.13 & 4.18
IPC Approval Date: 10/9/2018
Date Revised:11/2026

The purpose of this procedure is to establish procedures for the management and the application of associated fees for the rental use of the Thrasher-Horne Center's (THcenter) various spaces.

All users of the THcenter facility spaces, equipment and grounds shall be governed by the provisions of this document and established agreements. The College reserves the right to deny requests for the use of THcenter facility spaces, equipment, and grounds when the proposed use conflicts with the day-to-day operations of the College or proposed usage is deemed not in the best interest of the College.

6.9.1 Overview of Facilities

St. Johns River State College owns and maintains the Thrasher-Horne Center on the Orange Park Campus which includes a 1,750 seat Main Stage Performance Hall, a 202 seat Studio Theater, a 6,260 square foot Conference Center and two Art Galleries. All spaces within the Thrasher-Horne facility are available for rental purposes as outlined in this procedure. Specifically, the THcenter is available for internal College departments and non-College groups, organizations, and individuals. The THcenter spaces are made available at rates, fees, and discounts in accordance with this procedure and as determined by the St. Johns River State Board of Trustees.

6.9.2 Definitions

- Adjustments – A reduction made on a list price based on the usage type, functional use, or certain days of the week.
- Discounts – A reduction made from a regular room rental list price based on certain defined criteria and/or approval.
- External Event – Event held by a non-College organization for a non-College activity.
- External Event (non-profit) – Event held by a non-College non-profit organization for a non-College activity.
- Internal Event – Event sponsored by the college or department within the College for an internal College activity.
- Internal Sponsored Event – Event sponsored by the College for a non-College organization for an activity of interest to the College.
- Waiver – The approval of deviating from the normal pricing structure.

6.9.3 Procedure

All requests to use the THcenter spaces will be routed and arranged through the THcenter staff. The applicable fees charged for the use of the THcenter spaces and services are based on the type of event being held.

- External Event
- External Event (non-profit)
- Internal Event
- Internal Sponsored Event

For all Internal Events, prior to requesting the use of the THcenter spaces, the sponsor should try to secure meeting room resources through our campus facilities. If the sponsor is unable to locate the appropriate space due to non-availability or due to the type of event, then the sponsor shall complete a THcenter Reservation Request for Internal and Internal Sponsored Events form to request the required space at the THcenter. All Internal Events require approval by the applicable Department Vice President of the sponsor overseeing the event. For all internal events, if a paying external event requests booking 30 days prior to an internal event date, then the external event will take precedence and the internal event will be rescheduled.

All Internal Sponsored Events require advance approval and waiver by the College President or designee (in absence of College President) prior to reserving any space at the THcenter. The internal sponsor shall also complete a THcenter Reservation Request for Internal and Internal Sponsored Events form to obtain this approval.

All External Events will be reserved through the THcenter staff on a space available basis and in accordance with the Board approved fees, rates, adjustments, and discounts as well as the terms outlined in our Reservation Agreements.

6.9.4 Fees

All fees, rates, adjustments, and discounts applied for the use of the THcenter spaces, equipment and services are generally based on the type of group or organization requesting the space and the type of event being held. Enclosure (2) outlines the applicable fees based on the type of organization and event. All fees, rates, adjustments, and discounts are established and approved by the St. Johns River State Board of Trustees then administered by the THcenter staff. A promoter discount or a community partnership discount or a THcenter multi-use adjustment may be authorized by the THcenter Executive Director within the parameters approved by the St. Johns River State Board of Trustees and using the THcenter Reservation Request Executive Director Action form (Enclosure 3).

6.9.5 Agreements

A THcenter Reservation Agreement shall be executed by the THcenter staff with the lessee prior to the use of any THcenter space. The use of the THcenter spaces shall be covered by an executed Agreement even if the spaces are used without charge as outlined in this

policy. The College reserves the right to refuse rental of space to any organization or group if the proposed usage is not in the best interest of the College.

The THcenter Staff is the custodian of the fully executed copy of the original Reservation Agreement, Certificates of Insurance, Invoices, THcenter Reservation Request for Internal and Internal Sponsor Events Form (if applicable), THcenter Caterer Agreement and Catering Policies Application (if applicable), THcenter Alcoholic Beverages Policy Application (if applicable) and any other related information.

6.9.6 Risk Transfer and Liability Insurance

When scheduling use of THcenter spaces, the principles of risk management at every level should be applied. A Certificate of Insurance must be on file with the THcenter Staff prior to an event being held. Use of College facilities by outside users requires combined single limits of liability of at least $1,000,000 and a certificate of insurance naming the College, as additional insured. Only the President or his/her designee can reduce or waive this insurance requirement.

College internal event functions are provided coverage for the THcenter facility use under the Consortium's Facility Use/Special Events Liability Program. Any non-College group/organization that uses the THcenter facility are required to have a fully-insured program prior to any use, evidenced by a Certificate of Liability Insurance with the College specifically named as an additional insured on the certificate.

The Consortium does provide an optional Facilities Use/Special Events Liability coverage program for non-College groups/organizations that is designed to protect THcenter against liability. This is an alternative solution for those non-College groups/organizations to fulfill the liability requirement for the use of the THcenter facility.

6.9.7 Indemnification

The event lessee must agree to indemnify and hold harmless THcenter (SJR State College) from any loss, damage, liability expense, claim, or demand that may arise as a result of the lessee utilizing any THcenter spaces. The event lessee will be financially responsible for any damage as a result of their event and will be charged for the cost of replacement (based on pricing obtained for damaged or removed property).

PART SEVEN – ACADEMICS

7.1 Handling Student Complaints Concerning Instructor/Instruction

Legal Authority – SJR Rule #s:
IPC Approval Date: 12/2008
Date Revised:

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment. The procedure for those matters is set forth in the Student Handbook.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
2. College personnel should direct the student to the office of the appropriate Dean (who may assign the matter to an Associate Dean) or Director. Complaints must be in writing, and the student should complete the attached form by filling in all necessary information.
3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the attached form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean, Associate Dean, or Director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
4. The Dean, Associate Dean, or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, Associate Dean, or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, Associate Dean, or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President on the resolution of the matter.
5. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President. The Vice President's decision may be appealed to the President of the College.

7.2 Copyright Procedure for Students

Legal Authority – SJR Rule #s: 3.30
IPC Approval Date: February 2009
Date Revised:

As an institution of higher learning, St. Johns River State College (SJR STATE) is dedicated to providing quality educational programs and services to it students through the formation, discovery, and dissemination of knowledge, SJR STATE recognizes that the copyright holder has exclusive rights to their copyrighted works but that the use of copyrighted materials is sometimes necessary to further enhance the learning, research, and scholarship activities of its students.

All SJR STATE students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

To assist the students, SJR STATE faculty, administration, and student government will provide information about academic honesty, Copyright, Plagiarism, Fair use, and the Digital Millennium Copyright Act:

- Academic use of the College's computer network, software and e-mail is posted on the College Catalog, "SJR STATE Student Guidelines for Acceptable Computer Lab & Internet Use." E-Mail use policy is available in MYSJR STATE.
- Information on academic honesty and plagiarism is in the SJR STATE Student Handbook, Academic Freedom, and Responsibility, and SJR STATE Policy on Academic Integrity.
- Copyright information is posted on the library tab at MYSJR STATE.

Students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from SJR STATE.

7.2.1 Copyright

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works(other works based on the original work)

7.3 Definition of a Credit Hour

Legal Authority – SJR Rule #s: 7.26
IPC Approval Date: 01/2013
Date Revised: 08/2022; 8/2024

The purpose of this procedure is to provide the definition of a semester credit hour and the method used to calculate and monitor its use and corresponding measure of student achievement.

7.3.1 Definitions

- Credit Hour - A measure representing the amount of work required to achieve intended student learning outcomes for a specific course and verified by evidence of student achievement of outcomes where one credit hour reasonably approximates:
    - Not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately fifteen weeks for one "semester" hour of credit, or the equivalent amount of work over a different period of time,
        - OR
    - At least an equivalent amount of work as required by item 1) above for other academic activities established at the College including laboratory work, internships, practicums, studio work, and other academic work leading to the award of semester credit hours.
- Credit Level – A code used to roughly correspond to pre-college work or the year in college the course is normally taken. Developmental education courses are represented by a 0-level code, lower division college credit courses by a 1 or 2 level code, and upper division college credit courses by 3 or 4 level code.
- Carnegie Unit - For a traditional format course, one (1) Carnegie Unit is equal to fifty (50) minutes inside the classroom for approximately fifteen weeks for one semester (750 minutes per semester) or the equivalent amount of work over a different period of time.

7.3.2 Application of the Credit Hour Definition

The above definition applies to all associate and baccalaureate level courses that award college credit regardless of delivery mode including, but not limited to, face-to-face, online, and hybrid. It also applies to developmental education courses. Clock-hour courses for non-credit level career certificate programs are addressed later in this procedure as are zero credit hour courses.

1. The Chief Academic Officer will work with Academic Vice Presidents, Associate Vice Presidents, Deans, Associate Deans and Directors to determine the number of credit hours a student may earn for each course and the level of each course. New

course proposals and course revisions (including level and credit hour designations) are developed by discipline faculty and approved by established curriculum committees.

2. For purposes of calculation and monitoring, semester credit hours will be measured as Carnegie units.
    a. Traditional lecture discussion courses must be scheduled to meet the minimum Carnegie units:

- 1 Credit Hour = 1 Carnegie Unit = (50 x 15) = 750 minutes in Classroom
- 2 Credit Hours = 2 Carnegie Units = (50 x 30) = 1,500 minutes in Classroom
- 3 Credit Hours = 3 Carnegie Units = (50 x 45) = 2,250 minutes in Classroom
- 4 Credit Hours = 4 Carnegie Units = (50 x 60) = 3,000 minutes in Classroom

    b. Laboratory courses must be scheduled for a minimum of 100 minutes per week for 1 semester credit hour (1,500 minutes per semester)

    c. Courses offered in alternative formats such as independent study, hybrid and online must meet the same student learning outcomes as the traditional format course and must be scheduled to provide adequate time to achieve student learning outcomes.

    d. Cooperative education, internship, studio courses, clinical and practicum coursework are an important component of many academic disciplines. The required hours and student learning outcomes will be clearly defined in the course outline and course description. Departments must follow occupational accreditation guidelines and/or industry/discipline best practices in determining credit hours.

3. The Deans, Associate Deans and Directors are responsible for ensuring that courses scheduled by their departments comply with the definition of a credit hour.

7.3.3 Clock Hour Credit for Courses Applicable to Non-College Credit Career Certificate Programs

The College's non-college credit career certificate programs are measured in clock hours and courses in these programs are listed in the College Catalog/Student Handbook in contact hours where one (1) contact hour equals one (1) clock hour. In accordance with the eligible program formula outlined in 34 CFR 688.8(l) any conversions between clock and credit hours use the definition that one (1) semester credit hour must include at least 30 clock hours of direct instruction.

7.3.4 Zero Credit Hour Courses

Some academic programs may offer courses with zero credits. Courses may be designated as earning zero earned hours of academic credit if one of the following conditions apply:

1. Credit for a course that has an accompanying laboratory is built into the credit for the course. Therefore, the laboratory associated with the course will have zero credits.
2. The course exists to schedule a meeting time in which students from multiple courses are brought together for common learning experiences and most or all the coursework is reflected in the credit hours of the other courses.

Courses offered for zero credits must be approved through the regular curriculum approval process outlined above.

7.4 Student Leave of Absence

Legal Authority – SJR Rule #s: 6.36
IPC Approval Date: 04/2020
Date Revised: 05/2020

This procedure deals with student leaves of absence as permitted by the U.S. Department of Education and 34 CFR 668.22(d). The Instructor and the Vice President for Workforce Development/CTE may administratively place a student enrolled in a clock-hour program on an approved "Leave of Absence" (LOA) once in any 12-month period if a declared state or national emergency will prevent the student in question from attending for longer than fourteen (14) days. For any LOA approved pursuant to this rule the following requirements shall be met:

1. The student must complete a LOA Form;
2. The Instructor and Vice President for Workforce Development/CTE must determine that there is a reasonable expectation that the student will resume attendance within 180 days as evidenced by their signatures on the leave form;
3. No LOA related charges will be assessed to the student by St. Johns River State College;
4. The student in question shall be provided with information concerning the effects that failure to return from LOA may have on their loan repayment terms, including the exhaustion of some or all of the student's grace period; and,
5. If the student does not resume attendance at the institution at or before the end of a leave of absence, the institution must treat the student as a withdrawal and any Title IV federal aid received will be returned in accordance with the Federal Return of Title IV Funds policy.

7.5 Curriculum

Legal Authority – SJR Rule #s:
IPC Approval Date: 08/2007
Date Revised: 05/2022

Faculty share the responsibility for establishing, reviewing, and evaluating the College curriculum. They provide service to the department/division and College as an active participant in the academic planning process, which includes but is not limited to, curriculum development and revision; program review and assessment; establishment of program accreditation; and other activities that support student success and academic progression.

Changes, additions, or deletions to or from the curriculum are made by the process of working through the appropriate committee. If the recommended change is approved by the committee, it is placed before the Board of Trustees which has final approval of all curriculum changes.

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

7.6 Learning Resources

Legal Authority – SJR Rule #s: 7.19, 1.27
IPC Approval Date: 08/2007
Date Revised: 06/2012; 04/2017; 05/2022

Learning Resources provides library, tutoring, and academic support resources and services to the students and employees of SJR State and to the community members of Clay, Putnam, and St. Johns counties. The nature and scope of those resources and services are defined in the Learning Resources Access Policy. Learning Resources strives to make its resources accessible to as many students, employees, and community members as possible within the confines of the external agreements, contracts, and policies under which the department is bound to operate. Access to the resources and services housed within the department of Learning Resources varies by user group classification as defined within the Learning Resources Access Policy. Variations in access to resources by user group are due to licensing restrictions, state legislative mandates, contractual agreements with vendors or cooperatives, and College policies dictating the use of computers, networks, and other resources.

Learning Resources are provided while classes are in session as dictated by the College's academic calendar. Hours of operation are drafted by the Dean of Learning Resources and are approved by the appropriate Vice President. Hours of operation are posted on campus and on the Learning Resources homepage.

The *Collection Development Policy* provides complete information about the policies and procedures governing the acquisition, evaluation, and maintenance of Learning Resources material.

Learning Resources engages in ongoing evaluation of its resources and services using external and internal data sources. Data includes but is not limited to usage statistics, survey results, and assessment results. Findings are reported to the College annually.

7.7 Instructional Supplies and Materials

Legal Authority – SJR Rule #s: 4.36, 4.40
IPC Approval Date: 08/2007
Date Revised: 05/2022

7.7.1 Salesmen and Vendors

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

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

7.7.2 Textbooks and Supplies

Full-time Faculty members are responsible for selecting the textbooks and instructional materials for their respective departments per College guidelines. The parties agree that student access to affordable high-quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The Faculty and the College are committed to the on-going development of appropriate policies, procedures, and standards for the selection of textbooks and course materials to maximize student success, access, and affordability.

The Faculty and College recognize the financial impact that the cost of textbooks has upon students. Faculty shall make every effort to help control student costs by selecting high-quality instructional material at the lowest available price and utilizing all required texts. Faculty shall use considerations when selecting texts as prescribed in Florida Statute and SBE Rule related to textbook affordability such as:

- Digital textbooks or open access textbooks
- Rental options (the College reserves the right to determine if a textbook is feasible to place in the rental program)
- Length of time textbooks/instructional materials remain in use
- Textbook/instructional material bundling options

All sections of the same course shall use the same textbook. An exception may be made for an alternate textbook if the purpose is to pilot the textbook for possible future department-wide adoption. At the end of the pilot, if the alternate textbook is not adopted by the department, then the alternate textbook will no longer be used. A Faculty member shall not require a student to purchase any course materials that are not College approved per the process stated herein.

7.7.2.1 Textbook Selection Process

The textbook selection process shall include:

1. Full-time Faculty within each department shall select primary textbook(s) and/or instructional materials to be used in each course (including those taught by part-

time Faculty). Faculty who have published textbooks may not use their own text unless it is approved by the majority of Faculty within the department as the main text and the text has followed the same vetting process as other textbook selections.

2. Faculty within each department shall meet and discuss textbook selections and provide written documentation addressing all the considerations listed above and on the designated form as determined by the College. This is required for any initial adoption of a text or new edition of a text that is currently in use as well as for any textbook review. The forms must be completed and submitted to the Dean/Director for signature by the dates identified in paragraph 4 below.
3. The final decision to adopt a textbook shall be made by majority vote of eligible department Faculty participating in the textbook selection process. All full-time Faculty qualified to teach the course and scheduled to teach the course during the following academic year shall be included in the voting in each department. The Dean/Director will be provided the opportunity to have input regarding the textbooks being considered.
4. Textbooks must be selected and approved utilizing the required forms by April 1 for the following academic year. Under special circumstances approved by the appropriate Dean/Director and Vice President, a textbook may be selected and approved by October 1 for Spring and by February 1 for Summer, following the procedure stated above.
5. When textbook/instructional materials are bundled, Faculty are expected to use all components of such bundle.
6. All textbook adoptions must be reviewed at least every three (3) full academic years by using the designated form as determined by the College.
7. Approved textbook adoptions shall remain in effect for three (3) full academic years, if supported by the textbook publisher. Only in exceptional cases will permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate Vice President upon recommendation of the Dean/Director.
8. Due to statutory requirements related to the web posting of required textbooks and instructional materials for courses. Faculty may not add required textbooks after the Web posting, except as provided by statute.
9. All textbook selections and posting timelines shall comply with applicable state statutes and are subject to administrative review and approval by the appropriate vice president at any point during the selection process.
10. Faculty must use all adopted textbooks and instructional materials required for students to purchase. Usage of required text shall be monitored each semester by the appropriate Dean/Director.

7.7.2.2 Prohibited and Allowed Conduct (F.S. 1004.085)

1. Faculty may not demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
2. Faculty may receive:
    a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
    b. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
    c. Honoraria for academic peer review of course materials.
    d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the Florida Board of Education or the Board of Governors.
    e. Training in the use of course materials and learning technologies

7.8 Intellectual Property Rights Procedure

Legal Authority – SJR Rule #s: 5.46
IPC Approval Date: 08/2007
Date Revised: 04/2012, 09/2015; 05/2022

The College creates and supports an intellectual environment in which College employees are free to create and collaborate in the development of scholarly and creative works, educational materials, and other intellectual property. Such development activities increase professional knowledge, provide creative models for students, and bring recognition to the individuals and the College.

7.8.1 Materials Subject to Copyright and Patent

In general, the materials subject to copyright and patent shall be divided for discussion purposes into the following major categories:

1. Books, study guides, television scripts, articles, lectures, artistic works, logos, graphic designs, musical arrangements and compositions, dramatic compositions, tests, and other relevant materials which are normally covered by copyright laws.
2. Technological materials such as computer programs, multimedia, television related materials, digitally formatted materials, films released by major or independent studios, and other similar content, all of which are normally covered by copyright laws.
3. Scientific products and discoveries, which are usually subject to patent as opposed to copyright laws.

All materials covered by this Article shall be interpreted under one of the above categories.

7.8.2 Determination of Rights

To determine the disposition of rights to copyrightable materials and patents developed by Faculty, such rights shall be interpreted within the framework of the categories listed below:

1. Individual Effort - Right to copyrightable materials or patents that are generated as a result of individual initiative and not as a specific College assignment shall reside solely with the author or inventor.
2. College Assisted Individual Effort - When the College provides support of an individual effort resulting in copyrightable materials or patents by contributing Faculty time, facilities and/or other College resources, the College is entitled to certain rights and privileges as listed below.
    a. The College shall be granted a royalty-free license to make full use of all products and processes so developed pursuant to this section.
    b. The College shall recover all costs, supported by detailed records on time and materials.

c. Generally, copyrights and patents shall be held in the name of the College Faculty member concerned, but agreements between the Faculty member and the College may create other rights and responsibilities, including joint ownership.

3. College Initiated and Supported Efforts - Ownership of copyrightable material or a patent relating to materials or processes identified above, developed as a result of specific assignment by the College or arising out of the duties for which the individual was specifically employed by the College, shall reside with the College.
4. Sponsor Supported Efforts - Faculty who produce copyrightable material or a patent under sponsor-supported projects shall be governed by the specific terms and conditions of the applicable sponsorship contract.

7.8.3 Royalty Income

Royalty income from copyrighted materials and patents shall be distributed as listed below:

1. Individual Effort - Income derived from materials and patents produced from the individual initiative of College Faculty, as defined above, shall accrue solely to the author or inventor.
2. College Assisted Individual Effort - Income derived from individual efforts that are complemented by College time, facilities, and/or resources, as defined above, shall accrue solely to the author or inventor. However, repayment to the College must be made by the individual(s) concerned, as outlined above, which also outlines the other rights of the College in these cases. The above holds in all cases except those in which the individual(s) request, and the College agrees to permit the College's name to be used in connection with the product or process. In these cases, royalties shall be shared with the College receiving twenty-five (25%) percent and the individual(s) receiving seventy-five (75%) percent, unless a written agreement is executed and approved by all parties prior to the granting of the copyright or patent that specifies an alternative sharing of royalties.
3. College Initiated and Supported Efforts - When copyrighted material or a patent is generated by a specific College assignment or as a result of labors for which the individual was employed, for any matters covered under the above information, the College shall be the sole recipient of all income derived therefrom.
4. Sponsor Supported Efforts - Income derived from sponsor-supported efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents. Income derived from copyrighted materials or patents shall be disbursed in accordance with stated College policies when the contract or grant document is silent as to disbursement of royalties or times of value.

7.8.4 Dispute Resolution

Disputes between the author(s) of a work and the College are grievable in accordance with College policy; however, the parties encourage informal resolution and/or mediation when possible.

7.9 Field Trips, Study Abroad, & Domestic Travel Courses

Legal Authority – SJR Rule #s: 6.08
IPC Approval Date: 05/2022
Date Revised:

Field trips, in which students are not actively participating in a contest or formal event, are limited to one hundred (100) miles. No overnight trips of this type will be authorized. Exceptions must be approved by the President/President's designee.

Field trips must be planned so that absences from other classes will be minimized. Such activities require the approval of the appropriate Dean/Director and Vice President at least one week prior to the trip. Without exception, travel forms authorizing the instructor to be away from campus for a College-sponsored activity must be submitted.

The instructor will be responsible for submitting a list of all students involved, dates, hours, and a description of the trip to the appropriate Dean/Director/Vice President. Following his/her approval, this information will be forwarded to the Registrar's Office the students' other instructors so that other instructors will be aware of anticipated absences of their students. The instructor will be notified when the field trip has received final approval.

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

7.9.1 Study Abroad and Domestic Travel Courses

All study abroad and domestic travel courses must be approved by the appropriate Dean/Director, Vice President, and the College's District Board of Trustees. Faculty leaders and co-leaders must follow all policies and timelines in the St. Johns River State College Study Abroad Handbook.

Study abroad and domestic travel courses shall, as a rule, be held to the same enrollment requirements as other courses offered by the College. However, the College recognizes the multiple benefits that these courses offer students and therefore seeks to facilitate such opportunities. The appropriate Vice President shall determine on a case-by-case basis when and if a course shall be offered and/or cancelled.

Study abroad and domestic travel courses may be taught as part of the Faculty member's regular teaching load or as an extra teaching assignment at the College's established compensation rates. Faculty expenses should be included in the student cost and shall be reimbursed only in accordance with College policy and if approved in advance by the appropriate Vice President. No additional compensation or load reduction for leadership of study abroad and domestic travel courses will be granted to the Faculty member.

7.10 Distance Learning Repealed/Refer to Article 14 of CBA

Legal Authority – SJR Rule #s
IPC Approval Date: 05/2022
Date Revised: Repealed 11/2026

APPENDICES

Appendix #1 – Privacy Policy Statement

Purpose: The following privacy policy is adopted by the Florida College System Risk Management Consortium (FCSRMC) Health Program and its member colleges. FCSRMC functioning as the Group Health Plan and the member colleges functioning as the employer/plan sponsor complies fully with all federal and state privacy protection laws and regulations. Protection of patient privacy is of paramount importance to this organization. Violations of any of these provisions may result in severe disciplinary action including termination of employment and possible referral for criminal prosecution.

Effective Date: This policy is in effect as of April 14, 2003

Expiration Date: This policy remains in effect until superseded or cancelled.

Policy Owner: FCSRMC Privacy Officer: Executive Director

Assigning Privacy and Security Responsibilities: It is the policy of FCSRMC and its member colleges that specific individuals within our workforce are assigned the responsibility of implementing and maintaining the HIPAA Privacy requirements. Furthermore, it is the policy of FCSRMC and its member colleges that these individuals or their designee will be provided sufficient resources and authority to fulfill their responsibilities. At a minimum it is the policy of FCSRMC that there will be one individual, Executive Director as the Privacy Officer and one Privacy Contact at each member college.

Uses and Disclosures of Protected Health Information: It is the policy of FCSRMC and its member colleges that protected health information may not be used or disclosed except when at least one of the following conditions is true:

1. The individual who is the subject of the information has authorized the use or disclosure.
2. The individual who is the subject of the information has received the Notice of Privacy Practices developed and distributed by Blue Cross Blue Shield of FL thus allowing the use or disclosure and the use or disclosure is for treatment, payment, or health care operations.
3. The individual who is the subject of the information agrees with the disclosure via the authorization form or a signed copy of this Privacy Policy and the disclosure is to persons involved in the processing or assistance of health care claims.
4. The disclosure is to the individual who is the subject of the information or to HHS for compliance-related purposes.
5. The use or disclosure is for one of the HIPAA “public purposes” (i.e., required by law, etc.).
6. It is the policy of FCSRMC and its member colleges that PHI will not be used to make employment-related decisions (e.g., hiring, terminations, promotions), except as allowed by federal law and regulations.

Deceased Individuals: It is the policy of FCSRMC and its member colleges that privacy protections extend to information concerning deceased individuals.

Notice of Privacy Practices: Blue Cross Blue Shield of FL as the Group Health Plan Third Party Administrator will publish and distribute a Notice of Privacy Practices to all the Group Health Plan participants for Blue Cross Blue Shield of FL, Health Options Inc., and Florida Combined Life.

Minimum Necessary Disclosure of Protected Health Information: It is the policy of FCSRMC and its member colleges that (except for disclosures made for treatment or healthcare operation purposes) all disclosures of protected health information must be limited to the minimum amount of information needed to accomplish the purpose of the disclosure. It is the policy of FCSRMC and its member colleges that individuals have a right to request that no disclosure be made of PHI. FCSRMC and the member colleges are not obligated to grant the request. It is also the policy of this organization that all requests for protected health information will be directed to Blue Cross Blue Shield of FL as the Third-Party Administrator and must be limited to the minimum amount of information needed to accomplish the purpose of the request.

Access to Protected Health Information: It is the policy of FCSRMC and its member colleges that access to protected health information may be granted to authorized employee(s) or contractor(s) based on the assigned job functions of the employee or contractor. It is also the policy of this organization that such access privileges should not exceed those necessary to accomplish the assigned job function.

Access to Protected Health Information by the Individual: It is the policy of FCSRMC and its member colleges that access to protected health information must be granted to the person who is the subject of such information when such access is requested. Access requests should be directed to and will be processed by Blue Cross Blue Shield of FL, for Blue Cross Blue Shield of FL, Health Options Inc., and Florida Combined Life as the Group Health Plan Third Party Administrator.

Amendment of Incomplete or Incorrect Protected Health Information: It is the policy of FCSRMC and its member colleges that all requests for amendment of incorrect protected health information will be directed to and processed by Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third-Party Administrator and maintainer of the Protected Health Information.

Access by Personal Representatives: It is the policy of FCSRMC and its member colleges that access to protected health information must be granted to personal representatives of individuals as though they were the individuals themselves. Personal representatives may include legal designations such as Power of Attorney or parent to a minor child. It is the policy of FCSRMC and its member colleges that all requests for access to protected health information will be directed to and processed by Blue Cross Blue Shield of FL, for Blue Cross Blue Shield of FL, Health Options, Inc., and Florida Combined Life as the Third-Party Administrator and maintainer of the Protected Health Information.

Alternative Communications Channels: It is the policy of FCSRMC and its member colleges that all requests for alternative communication channels will be directed to and processed by Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third-Party Administrator and maintainer of the Protected Health Information and that alternative communications channels be used, as requested by the individuals, to the extent possible.

Disclosure Accounting: It is the policy of FCSRMC and its member colleges that an accounting of all disclosures subject to such accounting of protected health information be given to individuals whenever such an accounting is requested. These requests should be directed to Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third-Party Administrator and maintainer of the Protected Health Information.

Judicial and Administrative Proceedings: It is the policy of FCSRMC and its member colleges that information be disclosed for the purposes of a judicial or administrative proceeding only when: accompanied by a court or administrative order or grand jury subpoena; when accompanied by a subpoena or discovery request that includes either the authorization of the individual to whom the information applies, documented assurances that good faith effort has been made to adequately notify the individual of the request for their information and there are no outstanding objections by the individual, or a qualified protective order issued by the court. These requests should be directed to Blue Cross Blue Shield of FL for Blue Cross Blue Shield of FL, Health Options Inc. and Florida Combined Life as the Third-Party Administrator and maintainer of the Protected Health Information.

De-Identified Data and Limited Data Sets: It is the policy of FCSRMC and its member colleges to disclose de-identified data only if it has been properly de-identified by removing all the relevant identifying data. We will make use of limited data sets, but only after the relevant identifying data have been removed and then only to organizations with which we have adequate data use agreements and only for research, public health, or health care operations purposes.

Authorizations: It is the policy of FCSRMC and its member colleges that a valid authorization will be obtained for all disclosures that are not related to treatment, payment, health care operations, for the individual or their personal representative. A signed copy of this Privacy Policy will serve as authorization for FCSRMC and/or the member colleges to provide assistance in resolving healthcare claims issues. If a signed copy of this Privacy Policy is not on file, the individual requesting assistance will be asked to sign the Privacy Policy. An individual will also need to submit a signed Authorization Form in the event that they want to grant authorization to a third party (e.g., a spouse or parent). When the college is requesting claim assistance, on behalf of an employee, from FCSRMC, a copy of the employee signed policy statement or authorization form must be forwarded to FCSRMC.

Complaints: It is the policy of FCSRMC and its member colleges that all complaints relating to the protection of health information be investigated and resolved in a timely fashion. Furthermore, it is the policy of FCSRMC that all complaints will be addressed to

the community college Privacy Contact for research and resolution. The Privacy Contact may involve FCSRMC and/or Blue Cross Blue Shield of FL as needed to resolve a complaint. All complaints will be forwarded to FCSRMC's Privacy Officer for tracking purposes.

Prohibited Activities: It is the policy of FCSRMC and its member colleges that no employee or contractor may engage in any intimidating or retaliatory acts against persons who file complaints or otherwise exercise their rights under HIPAA regulations. It is also the policy of this organization that no employee or contractor may condition payment, enrollment, or eligibility for benefits on the provision of an authorization to disclose protected health information.

Responsibility: It is the policy of FCSRMC and its member colleges that the responsibility for designing and developing procedures to implement this policy lies with the Privacy Officer and/or the Privacy Contact where appropriate.

Verification of Identity: It is the policy of FCSRMC and its member colleges that the identity of all persons who request access to protected health information is reasonably verified before such access is granted.

Safeguards: It is the policy of FCSRMC and its member colleges that appropriate physical safeguards will be in place to reasonably safeguard protected health information from any intentional or unintentional use or disclosure that is in violation of the HIPAA Privacy Rule. These safeguards will include physical protection of premises and PHI, technical protection of PHI maintained electronically and administrative protection. These safeguards will extend to the oral communication of PHI.

Business Associates: It is the policy of FCSRMC and its member colleges that business associates must be contractually bound to protect health information to the same degree as set forth in this policy. It is also the policy of this organization that business associates who violate their agreement will be dealt with first by an attempt to correct the problem, and if that fails by termination of the agreement and discontinuation of services by the business associate.

Training and Awareness: It is the policy of FCSRMC and its member colleges that all members of our workforce with likely access to protected health information have been trained by the compliance date on the policies and procedures governing protected health information and how FCSRMC and its member colleges complies with the HIPAA Privacy Rule. It is also the policy of FCSRMC and its member colleges that new members of our workforce receive training on these matters within a reasonable time after they have joined the workforce. It is the policy of FCSRMC and its member colleges to provide training should any policy or procedure related to the HIPAA Privacy Rule materially change. This training will be provided within a reasonable time after the policy or procedure materially changes. Furthermore, it is the policy of FCSRMC and its member colleges that training will be documented indicating participants, date, and subject matter.

Sanctions: It is the policy of FCSRMC and its member colleges that sanctions will be in effect for any member of the workforce who intentionally or unintentionally violates any of these policies or any procedures related to the fulfillment of these policies.

Retention of Records: It is the policy of FCSRMC and its member colleges that the HIPAA Privacy Rule records retention requirement of six years will be strictly adhered to. All records designated by HIPAA in this retention requirement will be maintained in a manner that allows for access within a reasonable period of time. This records retention time requirement may be extended at this organization's discretion to meet with other governmental regulations or those requirements imposed by our professional liability carrier. Blue Cross Blue Shield of FL as the Third-Party Administrator will retain the health insurance records of Plan Participants.

Cooperation with Privacy Oversight Authorities: It is the policy of FCSRMC and its member colleges that oversight agencies such as the Office for Civil Rights of the Department of Health and Human Services be given full support and cooperation in their efforts to ensure the protection of health information within this organization. It is also the policy of this organization that all personnel must cooperate fully with all privacy compliance reviews and investigations.

Appendix #2 – Sexual Misconduct Policy Resources

As of November 1, 2026

What to do if you experience sexual misconduct/harassment, domestic/dating/physical violence, or stalking:

Any member of the SJR State community who is affected by sexual misconduct/ harassment, and/or domestic/dating/physical violence, which includes, but is not limited to, sexual coercion sexual violence, sexual battery and stalking, is encouraged to immediately notify law enforcement and/or seek immediate medical attention. Campus Safety and Security can provide free transportation upon request.

The SJR State College Title IX Coordinator is Charles Romer. His office is located in the Administration Building (Office A0145), and his mailing address is 5001 St. Johns Avenue, Palatka, Florida 32177. His phone number is 386-312-4074, and his email is charlesromer@sjrstate.edu.

- Emergency Response: 911 or Local Law Enforcement
- Orange Park Campus (Clay County Sheriff's Office - 904-264-6512)
- Palatka Campus (Putnam County Sheriff's Office/Palatka Police Department, 328-329-0801)
- St. Augustine Campus (St. Johns County Sheriff's Office - 904-824-8304)
- Health and Safety:
- Orange Park Campus (Orange Park Medical Center - 904-639-8500)
- Palatka Campus HCA Florida Putnam Hospital - 386-328-5711)
- St. Augustine Campus (Flagler Hospital - 904-819-5155)
- Campus Assistance:
- Orange Park Campus Officer on Duty - 904-626-5885
- Palatka Campus Officer on Duty - 386-937-2052
- St. Augustine Campus Officer on Duty - 904-626-5956

Resources, Support and Reporting Options

All individuals are encouraged to make a prompt report to the College so that the College can take appropriate action to eliminate the misconduct or harassment, prevent its reoccurrence, and address its effects. An individual may seek support and assistance from the confidential resources listed below without triggering a report to the College. Alternatively, an individual who chooses to make a report of sexual misconduct/harassment, domestic/dating/physical violence or stalking to the College should use the reporting options below. While we recognize that individuals may report sexual misconduct or harassment to any College employee, we encourage reporting to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

In all cases of a report of sexual misconduct involving a minor child, the College will report to local law enforcement, the College's Title IX Coordinator, Vice President for Legal Affairs/General Counsel, Campus Security, and the College's liability insurance carrier.

Confidential Resources and Support:

- Employee Assistance Program (Employees): (800) 433-7916 website: https://sjrsc.lifeworks.com login: SJRSC
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Services:
- Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
- Orange Park Campus- Clay Behavioral Health Center- 904-291-5561
- St. Augustine Campus- EPIC Behavioral Healthcare- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Florida Coalition Against Domestic Violence Hotline (800-500-1119)
- Florida Coalition Against Domestic Violence TTY Hotline (800-621-4202)
- National Domestic Violence Hotline (800-799-SAFE (7233)
- Lee Conlee House, Inc., Domestic Violence Center, Palatka (386) 325-3141)
- Florida Department of Health, Palatka (800-440-0420 or (386-326-3200)
- Quigley House, Domestic Violence Center, Clay County (904-284-0061)
- Betty Griffin House, Domestic Violence Center, St. Johns County, (904-824-1555)
- National Dating Abuse Helpline and Love is Respect (866-331-9474 or text 77054 or www.loveisrespect.org)

Non-Confidential Resources, Support and Reporting Options:

- Campus Assistance:
- Title IX Coordinator: 386-312-4074
- Orange Park Campus Security: 904-626-5885
- Palatka Campus Security: 386-937-2052
- St. Augustine Campus Security: 904-626-5956
- Vice President for Academic and Student Affairs: 386-312-4151
- Assistant Vice President for Student Affairs: 386-312-4293

Order of Protection:

- Local Law Enforcement Victim Advocate:
- Palatka Campus - Putnam County Sheriff's Office - 328-329-0801
- Orange Park Campus - Clay County Sheriff's Office - 904-264-6512
- St. Augustine Campus - St. Johns County Sheriff's Office - 904-824-8304
- State Attorney's Office Victim Advocate:
- Palatka Campus - 386-329-0259
- Orange Park Campus - 904-284-6319
- St. Augustine Campus - 904-823-2300

- Clerk of Court Victim Advocate:
- Palatka Campus - 386-326-7640
- Orange Park Campus - 904-269-6363
- St. Augustine Campus - 904-819-3600

Campus and Community Resources

The College is committed to treating all individuals with dignity, care, and respect. The reporting party and responding party will have equal access to support and counseling services through the College. Additional resources are available on the Palatka, Orange Park, and St. Augustine campuses. All parties are encouraged to utilize on or off campus resources for assistance.

Health and Safety

The first priority for any individual who has been assaulted is to get to a safe place. If there is continued threat or risk of danger, please call 911 or Campus Safety and Security: Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956. When necessary, seek medical attention. The following is a list of options of where to seek medical attention:

- Local hospital. The closest hospital to your campus:
- Orange Park Campus - Orange Park Medical Center, 904-639-8500
- Palatka Campus – HCA Florida Putnam Hospital, 386-328-5711
- St. Augustine Campus - Flagler Hospital, 904-819-5155

Confidential Resources

The College recognizes that not every individual will be prepared to make a report to the College or local law enforcement. Students seeking to talk to someone about an incident of sexual misconduct or harassment confidentially without making a report to the College or triggering any investigation by the College can utilize confidential resources. These services include:

- County Health Departments: Students may seek medical attention, Plan 8, STD/STI testing or seek answers to their questions and concerns by visiting the health center. Confidentiality laws protect the conversations you have with medical staff in the course of care or treatment. Putnam County: 386-326- 3200, Clay County: 904-272-3177, and St. Johns County: 904-209-3250.
- Silent Witness Report is available at web.sjrstate.edu/apex/prod/f?p=SILENTWITNESS
- Employee Assistance Program (Employees): (800) 433-7916 website: https://sjrsc.lifeworks.com login: SJRSC
- Student Support Ombud website: sjrstate.edu/ombuds
- Florida Department of Health Violence Intervention and Prevention Program: 1-888-956-RAPE (7273)
- Behavioral Health Care:

- Palatka Campus- Stewart Marchman Behavioral Health Care- 386-329-3780
- Orange Park Campus- Clay Behavioral Health Care- 904-291-5561
- St. Augustine Campus- Epic Behavioral Health Care- 904-829-2273
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- State Attorney's Office Victim Advocate:
- Palatka Campus (386-329-0259)
- Orange Park Campus (904-284-6319)
- St. Augustine Campus (904-823-2300)
- Faculty and staff members can utilize the Employee Assistance Program for confidential counseling. Their website is www.ndbh.com, login SJRSC, and their phone number is 1-800-624-5544.

Other College Resources

Please be advised that the following resources may not be able to maintain your confidentiality:

- Title IX Coordinator: The Title IX Coordinator is available to meet with any individual to discuss the options for filing and resolving a report and offer interim measures to protect safety and well-being. The Title IX Coordinator ensures that the College responds to all reports timely, effectively, and consistently.
- Campus Safety and Security: Assistance is available from the College 24 hours a day (Orange Park Campus - 904-626-5885, Palatka Campus - 386-937-2052, and St. Augustine Campus - 904-626-5956, seven days a week by calling Campus Safety and Security. They can provide transportation to the hospital, coordinate with local law enforcement (if needed), provide information about the College's resources, and take an initial report.
- Campus Security Authorities: College faculty and staff members who have significant responsibility for student and campus activities are CSA's. Campus Security Authorities include Campus Safety and Security Officers, Advisors, Student Activity Coordinators, Athletic Coaches, College Club Advisors, and certain College Administrators.
- Faculty and Staff: The College recognizes that an individual may choose to share information with any College staff or faculty member. With the exception of the confidential resources listed above, all College employees are required to elevate information to the Title IX Coordinator.
- Office of Student Affairs (386) 312-4127: The Office of Student Affairs can provide students with information about the College's resources and report process and offer interim measures to protect safety and well-being.
- Office of Human Resources (386) 312-4074: The Office of Human Resources can provide employees with information about the College's resources and complaint process and offer interim measures to protect safety and well-being.