



## A GUIDE TO YOUR WORKPLACE

# Florida SouthWestern State College Employee Handbook



*Florida SouthWestern State College provides affordable and exceptional academic, cultural and workforce opportunities in a supportive environment that productively transforms the lives of our students and enhances the economic vitality of the communities we serve.*

**FLORIDA**  
**SOUTHWESTERN**  
STATE COLLEGE

# Florida SouthWestern State College

## Employee Handbook

### Purpose of Handbook

The Employee Handbook is a compilation of information from a variety of sources including Board of Trustees policies, College Operating Procedures, FSW website, and the Wage and Salary Schedule. The purpose of the employee handbook is to serve as a resource for employees by grouping various information of importance to employees into one location. The handbook is presented to you with the following disclaimer: Information in the Handbook is provided for information purposes only; Information contained in this handbook is updated on an annual basis but may inadvertently become outdated prior to annual review so the source document should be referenced for confirmation. Occasionally URL's change and may not automatically redirect, we appreciate your assistance in reporting these issues to Human Resources at [humanresources@fsw.edu](mailto:humanresources@fsw.edu).

**Provided by the  
Office of Human Resources  
8099 College Parkway  
Fort Myers, Florida 33919  
239-489-9293  
[humanresources@fsw.edu](mailto:humanresources@fsw.edu)  
Created: May 2025**





# Table of Contents

## General Information

History .....	7
District Board of Trustees .....	7
Board of Trustees Policies and College Operating Procedures.....	8
College Mission, Values & Goals .....	8
Mission Statement.....	8
7 Pillars .....	8
Values .....	9
Strategic Directions 2024-25 .....	9
Commitment to Equal Access and Equal Opportunity .....	10
Campus Locations and Maps.....	11
Organizational Structure and Organizational Charts .....	11
Faculty/Staff & Department Directory .....	11
Children on Campus .....	11
Campus Police Department.....	11
Campus Police Department Services/ Information.....	11
Procurement Services—Office of Financial Services.....	14
Facilities Services .....	14
Keys.....	14
Marketing & Strategic Communications ..	14
FSW Foundation .....	16

Risk Management .....	16
Dining at FSW .....	16
Rauschenberg Gallery .....	16
Office of Information Technology .....	17
Acceptable Use of FSW Technology.....	17
Technology Passwords.....	17
Family Educational Rights and Privacy Act (FERPA) .....	18
Audio Visual Services .....	19
Pets on Campus.....	19
Human Resources .....	19



## Human Resources

Standards of Conduct.....	20
Personnel Files & Transcripts.....	20
BUC Cards.....	21
Payday .....	21
Payroll Deductions .....	21
Outside Employment .....	22

Internal Employment.....	22
Employment of Relatives.....	23
Worker's Compensation .....	23
E-Verify.....	23
Duty Days.....	24
Non-Duty Days.....	24
Work Hours.....	25
Flexible Work Arrangements .....	25
Overtime .....	26
Flexing Time .....	26
Unscheduled Closings .....	27
Job Descriptions.....	27
Salary Schedule & Salary Administration .	27
Employee Classifications.....	28
Appointments .....	29
Position Types .....	30
Position Status .....	31
Promotions .....	31
Lateral Transfer.....	31
Role Adjustment .....	32
Introductory Period .....	32
Performance Management—Frequent Feedback and Check-Ins .....	32
Module-Feedback .....	32
Module-Check-Ins.....	33
Module-Expectations.....	33
Module-Review.....	33
Module-Goals .....	33



# Table of Contents

Mandatory Training.....	34
Resignation/Exit Interview .....	34
Conflict of Interest .....	34
Disciplinary Procedures.....	35
Drug Free Workplace .....	36
Tobacco-Free Policy .....	36
Criminal Background Checks.....	36
Agreement to Follow State Laws & College Policies.....	36
Unlawful Harassment, Discrimination, & Retaliation Complaint Procedure.....	36
Florida Sunshine Laws & Public Records...	37
Total Rewards.....	37
Retirement .....	38
CCORP Authorized Providers .....	38
Pre-Tax Savings Options.....	39



Total Rewards

Deferred Retirement Option Program.....	39
Educational Benefits .....	39
Dental Clinic.....	39
Fitness Center .....	40
Discounts.....	40
Work Life Balance .....	40
Holidays.....	40
Requesting Leave & Leave Reporting .....	40
Types of Leave .....	41
Vacation Leave.....	41
Vacation Buy Back.....	41
Sick Leave, Personal Leave and Sick Leave Pool .....	42
Other Leaves of Absence .....	44
Jury Duty .....	44
Mandatory Leave .....	44
Military Leave .....	44
Domestic Violence Leave .....	44
Personal Leave Without Pay .....	45
Family Medical Leave (FMLA) .....	45
Service Awards.....	45
Nursing Mother’s Rooms.....	46



## Welcome Aboard!



Susan Bronstein

### Message Human Resources & Organizational Development

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Welcome to Florida SouthWestern State College! As the Chief Human Resources & Organizational Development Officer (CHRO) of this esteemed institution, I am delighted to extend a warm welcome to each of you. Our College's success and reputation are built upon the dedication, expertise, and passion of our faculty and staff, and we are honored to have you as part of our community.

This Employee Handbook has been designed to serve as a valuable resource for you. It outlines our policies, procedures, and the benefits available to you as a member of our team. More importantly, it reflects our commitment to fostering a supportive and dynamic work environment where every individual can thrive and contribute to our collective mission.

Our mission at FSW is to provide affordable and exceptional academic, cultural, and workforce opportunities in a supportive environment that productively transforms the lives of our students and enhances the economic viability of the communities we serve. Achieving this mission requires a collaborative effort, and I am confident that, together, we can continue to uphold our tradition of excellence and innovation.

Anyone new to FSW should be sure to visit the [FSW Human Resources](#) website. FSW [College Operating Procedures](#) and [Board of Trustees policies](#) are also a good source for more information. Just make a mental note that if you find this handbook contradicts an FSW policy, the policy takes precedence.

We welcome your feedback! If you have suggestions or ideas for topics that could be added to this handbook, we would love to hear them. Feel free to contact us via email at [humanresources@fsw.edu](mailto:humanresources@fsw.edu) at any time. Please put "Employee Handbook" in the subject line so your question, comment, or suggestion gets to the right place.

Warm regards,

Susan Bronstein  
Chief Human Resources & Organizational Development Officer



## History

<https://www.fsw.edu/about/history>

The first students were admitted to Edison Junior College in the fall of 1962. From its first quarters in Dunbar High School and the old Gwyne Institute Building in downtown Ft. Myers, Edison moved to its permanent 135-acre campus in South Lee County in June 1965. Following a master plan designed to provide for growth and future needs, the Lee Campus (now the Thomas Edison Campus) included eight permanent structures and the Barbara B. Mann Performing Arts Hall to meet the needs of a growing community.

In 1972, the College changed its name to Edison Community College to reflect its more comprehensive mission.

Edison's Collier County Campus opened in March of 1992. The campus is located on a 50-acre site near State Road 951 and Rattlesnake Hammock Road, in east Naples. The Charlotte County Campus opened in 1997. Located on a wooded site on Airport Road in Punta Gorda, the campus was an excellent addition to the Charlotte area. The Hendry-Glades Center opened in 2010. The center is located on 19 acres in Labelle.

In 2004, the Florida State Legislature changed Edison Community College to Edison College and in 2005 the first



baccalaureate degree was awarded. In 2008, the College became Edison State College and in 2009 experienced a growth rate 53% greater than the previous three years. In 2014, the Florida Senate and House sub-committees approved the name change to its current Florida SouthWestern State College.

## Accreditation Statement

Florida SouthWestern State College is accredited by the Southern Association of Colleges and Schools Commission on

Colleges (SACSCOC). For more information, visit [www.fsw.edu/accreditation](http://www.fsw.edu/accreditation).

**District Board of Trustees**  
[www.fsw.edu/board](http://www.fsw.edu/board)

The Board of Trustees consists of 9 members from across FSW's service region: Charlotte, Collier, Glades, Hendry and Lee Counties. The District Board of Trustees shall exercise all powers and perform all duties according to the

## General Information

provisions of Florida Statutes and State Board of Education Regulations, which include, but are not limited to, those described below:

1. Establish rules upon the advice and recommendation of the President.
2. Hold the College President accountable for the implementation of rules.
3. Require minutes and records to be kept.
4. Control property.
5. Identify educational needs, develop, and adopt College programs.
6. Provide for the supervision and evaluation of the execution of plans for the establishment, organization, and operation of the College.
7. Personnel: Designate positions to be filled, prescribe minimum qualifications for those positions, and provide for the appointment, compensation, promotion, suspension, and dismissal of employees.
8. Enter into contractual agreements with the federal government or any of its departments or designated agencies; other institutions, departments, agencies, districts, or political subdivisions of the state of Florida and other states of the United States; and private individuals, organizations, and corporations, provided that such agreements are in the best interests of the College.
9. Establish a year-round calendar that



satisfies State Board of Education requirements.

For news, meetings, schedules, members, agendas, or minutes please visit the [Board of Trustees website](#)

### Board of Trustees Policies and College Operating Procedures

[Board of Trustees policies](#) and [College Operating Procedures](#) (COP) provide important information to assure compliance with laws and policies and proper internal controls. Questions concerning the manual should be directed to the General Counsel's Office in the Office of the President at 239-489-9295.

### College Mission, Values and Goals

[www.fsw.edu/mission](http://www.fsw.edu/mission)

### Mission Statement

The mission of Florida SouthWestern State College is to provide affordable and exceptional academic, cultural and

workforce opportunities in a supportive environment that productively transforms the lives of our students and enhances the economic vitality of the communities we serve.

### 7 Pillars

These seven (7) interconnected pillars define why every employee is integral to FSW.

#### 1. Affordability:

- 76% of FSW students graduate debt-free Tuition rates in 2024 are the same as in 2014
- Same classes at half the cost of a university.

#### 2. Exceptional Academics:

- Study & travel abroad opportunities
- Undergraduate research programs
- Honors Scholar Program



## General Information

- Learning beyond the classroom
- 3. Exceptional Cultural Experiences:**
    - Student art, music, and theatre experiences
    - Barbara B. Mann Performing Arts Hall and Rauschenberg Gallery
    - Study and travel abroad programs for cultural enrichment
  - 4. Supportive Environment:**
    - Academic support through tutoring centers and advising
    - CARE Services for comprehensive student support
    - Student clubs and organizations
  - 5. Career-Ready Workforce Programs:**
    - 65 workforce-focused academic programs
    - Career Connections Center
    - Badges and stackable credentials for career advancement
    - Workforce Education funding opportunities
  - 6. Economic Vitality:**
    - Annual economic impact of \$435.4 million or 6,596 jobs supported
    - Contributes \$1.2 million a day to the SWFL economy
    - Alumni are the backbone of the SWFL workforce
  - 7. Transforming Lives:**
    - Thousands of alumni stay and work in Southwest Florida
    - Many programs maintain 100% licensure pass rates
    - 75,825 degrees and certificates awarded since 1962



### Values

We value student success, integrity, intellectual inquiry, and academic rigor.

### Strategic Directions 2024-25

#### 1. Expand educational opportunities

##### Goals

Work with regional partners to expand enrollment access to FSW degree and certificate programs through quality on-going avenues of communication, College readiness programs, articulation agreements and

scholarships.

Create a data-informed and seamless enrollment pipeline and increase the percentage of high school graduates from our service area who apply and enroll.

Support students in goal identification and outline academic pathways to keep students on track to degree and certificate completion.

## 2. Advance a world-class educational experience

### Goals

Create and enhance relevant academic and co-curricular programming that develops individuals as well-rounded scholars and educated members of society.

Support curricular and programmatic innovation to enhance the academic experience, facilitate transdisciplinary research and thinking, and advance student achievement.

Create robust student engagement programs that support student connections and promote intellectual, cultural, and civic awareness in the broader community.

Promote a culture of mental, physical and social wellness through student activities, programs, and events.

## 3. Innovate classroom and distance education delivery methods to support optimal learning experiences

### Goals

Engage in best practices to expand educational delivery techniques and skills to make learning broadly accessible, and responsive to best practices in higher education.

Identify and utilize innovative technologies and learning strategies across all educational programs to enhance academic support and achievement of learning objectives.

Provide on-going professional development opportunities to promote engagement with technologies and teaching techniques that bolster academic achievement.

## 4. Prepare students for a competitive, skilled workforce

### Goals

Respond to community needs for postsecondary academic education and career degree education by identifying, developing, and appropriately expanding our workforce-related curriculum and industry certification, College credit certificate, and degree options.

Develop and maintain relevant associate degrees, bachelor's degrees and certificates as well as articulation agreements to provide opportunities for comprehensive credential attainment that promotes employability of graduates.

Provide non-credit training opportunities and experiences to meet the needs of local businesses, establish internship/apprenticeship opportunities, and provide articulation

bridge pathways into high demand certificate and degree programs.

## 5. Create a Culture Focused on Continuous Improvement

### Goals

Engage in ongoing professional development to create a positive, welcoming and responsive College climate that attracts a world-class faculty, staff and administration focused on ensuring student success.

Provide support for emerging technologies that enhance learning opportunities and the timely delivery of services to all internal and external constituents.

Develop self-supporting community education programs that highlight FSW's comprehensive outreach and meet a broad range of interests/needs within our community.

## Commitment to Equal Access and Equal Opportunity

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal



## General Information

opportunity should be addressed to the College's Title IX Coordinator/ Compliance Officer. FSW online anonymous reporting [www.fsw.edu/report](http://www.fsw.edu/report). Inquiries/complaints of discrimination or Harassment, including Title IX Sexual Misconduct can be filed with the Title IX Coordinator/Compliance Officer online, in person, via mail, via email:

Angie Hawke  
Sr. HR Manager, Employee Relations/  
Title IX Coordinator/Compliance Officer

8099 College Parkway  
Building N, Room 124  
Fort Myers, FL 33919

239-489-9051

[Angela.Hawke@fsw.edu](mailto:Angela.Hawke@fsw.edu)

or with the US Department of Education,  
Office of Civil Rights, Atlanta Office: 61  
Forsyth St. SW Suite 19T70, Atlanta, GA  
30303-8927.

**Campus Locations and Maps**  
[www.fsw.edu/about/maps](http://www.fsw.edu/about/maps)

**Organizational Structure and  
Organizational Charts**  
[www.fsw.edu/humanresources/  
organizationalcharts](http://www.fsw.edu/humanresources/organizationalcharts)

The College's organizational structure  
and charts are available on the FSW HR

website. Organizational charts are  
updated at regular intervals. Questions or  
corrections should be directed to  
[humanresources@fsw.edu](mailto:humanresources@fsw.edu).

**Faculty Staff & Department Directory**  
Online Telephone Directory:  
[www.fsw.edu/directory/people](http://www.fsw.edu/directory/people)

**Children on Campus**  
If an employee or student wishes to bring  
children on FSW College premises:

Prior approval from the supervisor or  
instructor must be obtained. Approval  
will be granted only for short-term,  
EMERGENCY situations.

Children must be supervised continually  
by the parent.

**Campus Police Department**  
<https://www.fsw.edu/campuspolice>

The College's Police Department has  
uniformed, state-certified, sworn law  
enforcement officers who can issue  
traffic citations, make arrests, conduct  
investigations, provide crime  
prevention training, and provide  
safety escorts. The FSW Campus  
Police Department is one of very few  
in the Florida College system. The  
department has been accredited by  
the Commission on Florida Law  
Enforcement (CFA). Accreditation is a  
coveted award that symbolizes  
professionalism, excellence, and

competence. For more information on  
CFA, please visit [flaccreditation.org/](http://flaccreditation.org/).

The Police Department works together  
with faculty and staff to enforce the rules  
of the College and to maintain a safe  
environment that is conducive to  
learning. Police officers are on duty  
twenty-four hours a day, seven days a  
week (except at the Hendry/Glades  
Curtis Center) throughout the year,  
including holidays. The Police  
Department also has mutual aid  
agreements with other area law  
enforcement agencies so that they can  
respond and assist by request.

[Lee Campus](#)—Building D, Room 101  
[Collier Campus](#)—Building N, Room 100  
[Charlotte Campus](#)—Building N, Room  
105  
[Hendry/Glades Center](#)—Building A,  
Room 118

The phone number for all locations is:  
**239-489-9203.**

**Campus Police Department Services/  
Information**  
**Auto Jumper Boxes** - As a courtesy,  
the Police Department checks out  
"jumper boxes" which can be used to  
charge a dead battery and start a car.  
This is one of many services provided  
by the Campus Police Department.

**Auto accidents** - Vehicle crashes that  
occur on campus should be reported  
to the FSW Police Department.

## General Information

**FSW Alert** - The [FSW Alert](#) emergency notification system is the official source for emergency alerts, warnings, and information from Florida SouthWestern State College. FSW Alert delivers emergency alerts to students, faculty, staff, and campus partners simultaneously through 20 primary and secondary delivery methods in 5 minutes or less. This system is used only during campus emergencies that pose a safety concern for the community.

**Jeanne Clery Act** - The Jeanne Clery Act requires Colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

Information for FSW can be found at: [www.fsw.edu/publicsafety/crimelog](http://www.fsw.edu/publicsafety/crimelog)

**Citations** - Failure to comply with any traffic rules may result in a citation. Moving violations, i.e., speeding, reckless driving, etc. may be investigated by campus police or referred to the respective sheriff's office. Campus law enforcement may also issue Uniform Traffic Citations for violations occurring on our campuses. These cases are



handled through the county Clerk of Court offices for each campus location.

**Confidential Alert** - College computer keyboards are equipped with the ability to send a confidential alert to campus police directly from your work station/classroom. Hit Ctrl and F1 at the same time. A popup will appear asking for some basic information. Once completed hit send and the alert will go to the Campus Police. Please remember this notification does not take the place of a true 911 emergency.

**Crime Prevention** – FSW Officers having received specialized training in crime prevention are available to provide training sessions or group demonstrations as requested. Topics include Campus Watch, workplace violence, threat assessment, rape aggression defense, and specialized topics tailored to individual requests.

**Locks/Unlocks** - All FSW Police Department personnel have the ability to secure or unlock areas of the College.

**Lost and Found** - Any lost item should be



## General Information

reported in a timely manner to the Police Department. Items that are found should be immediately turned in to the Police Department.

**Medical Emergency** – FSW Police, as well as emergency medical personnel, respond to all medical emergencies and can provide first aid, CPR, and trauma response. All medical emergencies are documented.

**Emergency Preparedness** - Committed to the safety and well-being of our community, FSW has comprehensive [emergency preparedness plans](#) in place for swift response to various potential

emergencies. These plans include detailed protocols for evacuations, lockdowns, severe weather, fire, and medical incidents, all tailored to our campus environment. Employees are encouraged to familiarize themselves with these procedures and participate in periodic training and drills, as these efforts ensure our preparedness and resilience. In the event of an emergency, real-time updates are provided through our emergency notification system, ensuring that all faculty, staff, and students receive timely and accurate information.

**Parking** - Parking at Florida SouthWestern State College is regulated to provide for the safe flow of traffic,

avoiding property damage (i.e., parking on the grass may damage irrigation systems), and providing access for handicapped persons, emergency vehicles and authorized persons in certain areas. Each campus has adequate parking available. Parking is permitted only in marked parking spaces.

**Please be aware** of parking in restricted lots/spaces which are appropriately marked with signs.

[Campus maps](#) - and parking lot signs indicate where drivers may park. Designated disabled parking spaces are reserved for persons who are permanently disabled. To use these spaces, students must have a special



## General Information

handicap permit issued by the local county license tag office.

**Overnight Parking** - is prohibited unless the Campus Police Department has received prior notification.

**Police Escort** - Upon request, the Police Department may escort individuals to and from classes and parking lots 24/7/365.

**Speeding** - The speed limit on campus is 30 m.p.h. unless otherwise posted. The speed limit in all parking lots or service drives is 5 m.p.h.

**Special Events** - FSW has many large and special events. Planning for events should involve advance contact with the Police Department to ensure adequate staffing, traffic control, cones and event equipment, crowd management, and other safety considerations.

**Anonymous Tips** - The Department of Campus Police strongly encourages anyone having witnessed a crime or suspicious behavior to make a formal report. [Anonymous tips](#) are helpful and greatly appreciated but are no substitute for a formal report.

**Procurement Services—Office of Financial Services**  
[www.fsw.edu/procurement](http://www.fsw.edu/procurement)

**Location:** Lee Campus, Building O, Room 111

**Phone:** 239-489-9102 ext. 11102

The policies and procedures of the Procurement Services Office are guided by the Florida Administrative Code, Florida Statutes, State Requirements for Educational Facilities, Board Policy, and College Operating Procedures. When funds are available, a requisition (Request to Purchase) is created in the portal through the Self-Service workflow. This requisition must be approved by the appropriate budget administrator and all parties in the approval queue. Once approved, Procurement Services reviews the requisition for compliance, then issues a purchase order and places the order with the vendor.

Purchases made without prior authorization are considered unauthorized and do not bind the College; the financial responsibility falls on the individual who made the request. Departments can check the status of requisitions or purchase orders via the Self-Service portal. Procurement Services is responsible for reviewing and processing requisitions and purchase orders and issuing formal solicitations such as Invitations to Bid (ITB) and Requests for Proposals (RFP), collectively referred to as competitive solicitations. Requisitions should be submitted in advance of the need to ensure timely delivery, particularly for large dollar purchases where competitive solicitations may be required. For forms

and additional information, please visit the Procurement Services website.

**Facilities Services**  
[www.fsw.edu/facilities](http://www.fsw.edu/facilities)

For any work needed; moving furniture, electrical, carpentry, painting etc., please go to our Facilities home page and click on "Submit a Workorder."

**Keys**  
The Facilities Department is responsible for issuing keys. An employee must sign for keys and return them to the Facilities Department when no longer needed. The Police Department is happy to provide access during alternate hours when buildings are locked. A Florida SouthWestern State College ID card will be required.

**Lee Campus**— Building D, Room 201  
Phone: 239-489-9300  
239-489-9203 (after hours)

**Collier Campus**— Building N, Room 106  
Phone: 239-732-3700  
239-732-3712 (after hours)

**Charlotte Campus**—Building N, Room 106  
Phone: 941-637-5629  
941-637-5608 (after hours)

**Hendry/Glades Center**—Building B, Room 102  
Phone: 863-674-0408

**Marketing & Strategic Communications**  
The Office of Marketing & Strategic Communications at FSW enhances the



## General Information

College's image, positioning it as a top institution in Southwest Florida for education and workforce development. We strive to effectively communicate FSW's mission, values, and achievements to internal and external audiences through strategic marketing initiatives, innovative communication strategies, and compelling content creation.

The department is responsible for managing all aspects of the organization's marketing and communication efforts, including:

**Brand Management:** Ensuring consistent representation of the organization's brand across all channels and materials.

**Content Creation:** Developing engaging content for various platforms, including websites, social media, newsletters, video, and promotional materials.

**Student Communications:** Facilitating clear and effective communication within the organization, including managing internal newsletters, announcements, and updates.

**External Communications:** Building and maintaining relationships with external stakeholders, including prospective students, media, partners, and the community. This includes handling media inquiries, press releases, and public relations efforts.



**Digital Marketing:** Overseeing the organization's online presence, including website management, social media strategy, email marketing, and digital advertising campaigns.

**Market Research:** Conducting research to understand market trends, audience preferences, and the effectiveness of marketing strategies, and using these insights to inform future campaigns.

The Marketing & Strategic Communications team works closely with all College departments, offering

marketing consultations, campaign strategy, media placement, and graphic design services. All media relations, FSW's weekly Buc Bulletin, mass email communications, electronic signage, and FSW social media accounts are also coordinated through the Marketing and Strategic Communications Office. Employees are encouraged to collaborate early in their project planning.

For detailed procedures and request forms, visit the [Marketing & Strategic Communications webpage](#).

## General Information

### FSW Foundation

Florida SouthWestern State College Foundation collaborates with generous individuals, organizations and businesses in the community to support students, faculty and staff. During the past five years, foundation donors provided \$14.4 million for scholarships and academic programs.

The No. 1 reason students stop out or drop out is family finances, making scholarships especially critical.

FSW's strategic impact plan guides foundation priorities, expanding college access and completion. Charitable funding benefits undergraduate research, the honors program, international education, workforce training and athletics. The foundation helps fill gaps through Bucs Care Services.

FSW Foundation is an independent, tax-exempt organization led by a volunteer board of local leaders who work to secure a sustainable future through endowment, planned gifts and immediate-use contributions.

Faculty and staff kindly contribute through payroll deduction, annual donations, volunteering and sharing FSW's compelling story. Curious? To learn more, please visit:

[Foundation.FSW.edu](http://Foundation.FSW.edu)



### Risk Management

[www.fsw.edu/riskmanagement](http://www.fsw.edu/riskmanagement)

Lori Welch, Director of Risk and Contract Management

**Location:** Lee Campus, Building I, Room 216

**Phone:** 239-432-5235

In recognition of the importance of safeguarding the College's resources, the Risk Management Office is tasked with leading, innovating, governing, and managing efforts to identify, evaluate, mitigate, and monitor the College's operational and strategic risks. The office will collaborate with the Florida SouthWestern State College community to ensure a safe environment for faculty, staff, students, and visitors. Additionally, it will work to minimize loss or damage to the College's assets by developing

and implementing loss-prevention programs and applying effective risk management principles.

### Dining at FSW

[www.fsw.edu/dining](http://www.fsw.edu/dining)

You can load your BUC card with money and scan to use it at any FSW dining location. Please visit the website for hours of operation and locations.

### Rauschenberg Gallery

**Location:** Building L

**Phone:** 289-439-9313

The Bob Rauschenberg Gallery at Florida SouthWestern State College serves as a teaching and learning resource for Florida SouthWestern State College students, faculty and staff, and the community at large. For a list of current exhibits, ArtSPEAK@FSW



## General Information

special events, Gallery schedule, and other information please visit the Bob Rauschenberg Gallery website <http://www.rauschenberggallery.com/>.

**Office of Information Technology (OIT)**  
[www.fsw.edu/technology](http://www.fsw.edu/technology)

**Location:** Building G

**Phone:** (239) 489-9202 or ext. 11202

The Office of Information Technology (OIT) provides FSW College employees assistance with technology issues such as laptops, computers, monitors, software, and other technology items. Employees can contact the help desk via phone, chat or by submitting an online work request available on the OIT website. OIT also assists employees with technology moves, website updates, access, Canvas support, and creating new employee accounts.

Information regarding discounts for faculty and staff on software and Dell computers is available on the ITS website. Employees can also check the ITS website for important news and alerts, outages, scheduled outages, and viruses.

### **Acceptable Use of FSW Technology** [COP 02-0405 Technology Acceptable Use](#)

At Florida SouthWestern State College, Information Technology (IT) resources—including computers, networks, software, and email—are provided to support the College's educational, administrative, and community engagement missions. All users are expected to use these resources responsibly and in compliance with federal and state laws, College policies, and contractual obligations.

Use of IT resources should align with College business and academic purposes.

While limited personal use is permitted, it must not interfere with work responsibilities, consume excessive resources, or violate any policies. Prohibited uses include attempting unauthorized access, transmitting offensive or illegal content, distributing malware, or using College systems for personal commercial gain.

Users are responsible for safeguarding their credentials and ensuring only authorized access to systems. Activities on College IT resources are subject to monitoring, and users should have no expectation of privacy. Sensitive data must be handled according to IT security standards, and all communication may be subject to Florida's Public Records Law.

Violations of the Acceptable Use Policy may result in restricted access, disciplinary action, or legal consequences depending on the nature and severity of the infraction.

### **Technology Passwords**

To protect Florida SouthWestern State College's systems and data, all employees are required to create and maintain strong, secure passwords. Passwords must contain at least eight characters and include a mix of character types—such as uppercase and lowercase letters, numbers, and symbols. Avoid using easily guessed words, patterns, or personal information. Passwords should be unique to each account and never shared, written



down, or stored in unencrypted formats.

Employees must change their user-level passwords at least every 60 days, and system-level passwords should be updated quarterly. If a password compromise is suspected, it must be reported immediately to the Information Technology Department.

Do not share passwords with anyone, including administrative assistants or secretaries.

All passwords are to be treated as sensitive, confidential Florida SouthWestern State College information:

- Passwords should never be written down or stored on-line without encryption.
- Do not reveal a password in email, chat, or other electronic communication.
- Do not speak about a password in front of others.
- Do not hint at the format of a password (e.g., "my family name").
- Do not reveal a password on questionnaires or security forms.
- If someone demands a password, refer them to this document and direct them to the Information Technology Department.
- Always decline the use of the "Remember Password" feature of



applications (e.g., Email account, Messenger services, Web Browser, etc.).

These practices help safeguard College resources and ensure compliance with information security policies.

### Family Educational Rights and Privacy Act (FERPA)

#### [COP 03-1701 Student Records Policies and Procedures](#)

### What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student education records privacy. Postsecondary students, no matter their age, control access to their academic information.

### Key Rules

Education records include grades, transcripts, financial aid information, and advising notes, for example. Additionally, FERPA protects other student information such as the social security number and address.

### Directory Information

FERPA allows specific pieces of information to be disclosed without the student's consent (unless the student opts out), identified as "Directory Information." At FSW, Directory Information has been defined as including the following: Student name, Major, Dates of enrollment, Degrees and honors earned, Participation in officially recognized activities and sports, Enrollment status – whether full-time or part-time, Previous postsecondary institutions attended, Photographs, and Awards.

### Employee Requirements

When working with students, FSW faculty and staff members must verify the student's identity before sharing student records-related information. Additionally, FSW faculty and staff members must only discuss student records with authorized personnel who have a "legitimate educational interest." Also required, FSW faculty and staff members must only use the official FSW-issued email address



when corresponding with students.

FSW faculty and staff members must not discuss student educational records in public areas or with unauthorized people. Faculty must not post grades where students or others can see them. Remember, FERPA covers all postsecondary students no matter their age, thus a FERPA waiver is required before any discussion may take place with parents or anyone other than the student.

### Questions?

Contact the Office of the Registrar at (239) 489-9222 or via email at

[Registrar@fsw.edu](mailto:Registrar@fsw.edu).

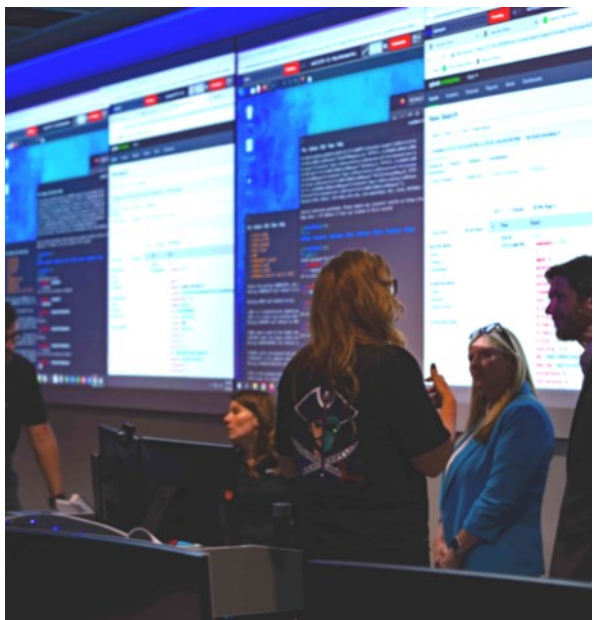
### Audio Visual Services

[www.fsw.edu/technology](http://www.fsw.edu/technology)

**Location:** Building G, Room 100

**Phone:** 239-489-9202 or ext 11202

The Office of Information Technology (OIT) provides AV equipment, laptops, specialized technology, and setup for classrooms. These services can be requested online at [www.fsw.edu/helpdesk](http://www.fsw.edu/helpdesk) or by calling Information Technology Services by 4:30 pm each workday for set up the following workday. Same-day requests are accepted on a best-effort basis 4 hours



before the scheduled time.

### Pets on Campus

[COP 01-0108 Service Animals and Other Animals on Campus](#)

At Florida SouthWestern State College (FSW), we strive to maintain a safe and welcoming environment for everyone. To support this goal, the College generally does not allow pets or other animals on campus. There are, however, a few important exceptions. The main one involves service animals—specifically trained dogs or miniature horses—that assist individuals with disabilities. These animals are permitted on campus under the guidelines of the Americans with Disabilities Act (ADA). They must be trained to perform specific tasks related to a person's disability and must remain

under the handler's control at all times, usually with a leash or harness, unless those interfere with the animal's ability to do its job.

Service animals can go anywhere their handlers are allowed on campus, but FSW may ask for them to be removed if they are not housebroken, are behaving aggressively, or are not under control. It's important to know that emotional support animals, therapy animals, or pets—while meaningful—don't meet the definition of a service animal under the ADA and therefore aren't allowed on campus unless part of a pre-approved College event or activity.

If you have questions about bringing an animal to campus or need help navigating this policy, please reach out to the ADA Coordinator or the Office of the President. We're here to help and ensure that everyone has what they need to succeed at FSW.

### Human Resources

<https://www.fsw.edu/humanresources>

**Location:** Lee Campus, Building N

**Phone:** 239-489-9293

The Office of Human Resources is a proud supporter of Florida SouthWestern State College's dedication to student success. The HR team is here to provide you, our employees, with the information and

resources you need so you are able to focus on our students and their success.

### **Standards of Conduct** [COP 05-0903 Standards of Conduct](#)

At Florida SouthWestern State College, we strive to foster a respectful, inclusive, and productive workplace. To support this goal, all employees are expected to follow these standards of conduct:

- **Professionalism:** Maintain a courteous and respectful attitude toward students, coworkers, and supervisors. Perform assigned duties with diligence, punctuality, and integrity.
- **Compliance:** Follow all College policies, procedures, and applicable laws and regulations.
- **Workplace Behavior:** Avoid behaviors that disrupt the workplace, including harassment, discrimination, bullying, and insubordination. This includes verbal, physical, and electronic forms of inappropriate conduct.
- **Conflict of Interest:** Do not engage in activities or relationships that could conflict with your responsibilities to the College.
- **Attendance:** Report to work on time and notify your supervisor in advance of any absences or tardiness. Repeated unexcused absences may lead to disciplinary action.
- **Appearance and Conduct:** Maintain a



professional appearance and demeanor appropriate to your role and work environment.

- **Use of Resources:** Use College property, technology, and communication systems responsibly and only for authorized purposes. Unauthorized use may result in disciplinary measures.
- **Solicitation and Distribution:** Refrain from soliciting, distributing materials, or engaging in political activities during work hours or in workspaces without appropriate approval.
- **Outside Employment and Business:** Employees may not conduct private business on College time or using College resources. You also may not accept compensation for duties considered part of your College responsibilities unless authorized by the College President.
- **Public Position:** Employees must not misuse their official position for personal gain and must avoid accepting anything

of value in exchange for influence or services.

Violations of these standards may be addressed through the College's established procedures, which aim to ensure fairness and consistency. When concerns arise, they are reviewed by the Office of Human Resources. The goal is to support employees in understanding expectations, correcting issues when appropriate, and maintaining a positive and respectful work environment.

### **Personnel Files & Transcripts** [COP 05-0105 Employee Files and Transcripts](#)

The College respects each employee's right to privacy and accuracy regarding their personnel records. We ensure all records are handled in compliance with Florida's Public Records Act (Chapter 119) and State Board of Education Rules. Access to certain records may be limited as defined by these laws.

The Office of Human Resources is responsible for overseeing the record keeping for all personnel information and is responsible for maintaining the only official employee file. The Office of Human Resources is the only authorized department to release information about employees.

College personnel records are open for



inspection under Florida's Public Records Act, with certain exceptions by law. Here's how to access them:

To review a personnel file or job application, visit the Human Resources Office.

If there's no signed release from the employee, requests are directed to the General Counsel's Office.

Employees can review their own files upon request, under Human Resources supervision, at a reasonable time and place.

All file reviews will take place in the Human Resources Office.

Required documents, including official academic transcripts, must be submitted within 30 days of hire. Transcripts from foreign institutions must be evaluated by a recognized credentialing service. Employees are responsible for keeping their personal information up to date and must notify Human Resources of any changes to their contact or benefits-related information.

### BUC Cards

[www.fsw.edu/buccard/getconnected](http://www.fsw.edu/buccard/getconnected)

All employees are required to have a BUC ID access card. For faculty and staff, ID cards provide entry into



secure areas and buildings, and can be used to acquire library resources.

### Payday

[www.fsw.edu/viewdocs/doc/299208](http://www.fsw.edu/viewdocs/doc/299208)

All employees, with the exception of part-time hourly (non-exempt) employees and the Campus Police Department hourly (part-time and full-time) employees, are paid on a semi-monthly basis, on the 15th and the last working day of each month. When payday falls on a holiday or weekend, payment will be made on the last working day preceding the holiday or weekend. Employees are encouraged to have their paychecks electronically

deposited to a financial institution. The Payroll office can be reached via email at [payroll@fsw.edu](mailto:payroll@fsw.edu) or by phone at (239) 489-9496.

### Payroll Deductions

[COP 05-0404 Payroll Deductions](#)

Upon receiving a paycheck, employees should make sure that the proper deductions have been made. Questions related to deductions required by law (federal tax, Social Security, etc.) should be addressed immediately to [payroll@fsw.edu](mailto:payroll@fsw.edu). Questions related to benefit deductions should be addressed to [benefits@fsw.edu](mailto:benefits@fsw.edu).

The following represents the types of deductions that may be made: medical plan, vision and dental insurance, life and disability insurance, flex spending/health savings accounts, tax-sheltered annuities, United Way, and the Cafeteria Plan.

Participation in the College's various insurance plans is optional. No payroll deduction, other than Florida Retirement System, Federal Income Tax, Medicare, and Social Security, can be made without the employee's written authorization, unless court ordered.

### **Outside Employment** [COP 05-0307 Other Employment](#)

Full-time employees of FSW may be employed on a part-time basis outside of FSW if the outside employment does not interfere with the performance of assigned duties and responsibilities or the efficiency or productivity of the employee, or which would conflict with working hours established by the College.

Before engaging in any outside employment, the employee must inform and receive approval from his/her immediate supervisor, in writing, of the outside employment opportunity for the supervisor to determine if the outside employment will interfere with the employee's duties at Florida SouthWestern State



College.

### **Internal Employment**

Florida SouthWestern State College employees may accept other College-related positions in addition to their normal duties (i.e., part-time teaching, test proctoring) given the employee meets the minimum qualifications for the position and provided:

- The additional work or teaching assignment is not during normal work hours, unless approved by the supervisor and appropriate Vice President/Executive.
- The other employment does not detract from or conflict with normal duties in the individual's regular position.
- The employee's immediate

supervisor approves such activity prior to performance of the work or start of the class.

Generally, non-exempt (hourly) employees, whether full or part-time, are not authorized to accept any other employment with the College that is classified as exempt; likewise, exempt (salaried) employees, whether full or part-time, are not authorized to accept other employment with the College that is classified as non-exempt. This restriction precludes non-exempt employees from teaching credit or non-credit classes at Florida SouthWestern State College. Any exception to this procedure must be approved by the appropriate Vice President and the Chief Human Resource Officer, and applicable laws regarding compensation and overtime



will apply. The Payroll Office and the Office of Human Resources must be notified in advance if an exception is being requested to this procedure. In the case of non-exempt employee who does part-time teaching, a contract/personnel action form for Adjunct and/or Continuing Education instruction shall be properly completed before the commencement of the activity.

Employees of the College are entitled to seek and hold public office, provided there is no conflict of interest, and the holding of the office does not interfere with College duties. See [COP 05-0904 Conflict of Interest](#).

### **Employment of Relatives** [COP 05-0308 Employment of Relatives](#)

FSW values a positive and collaborative work environment, and we recognize that family relationships can be a meaningful part of our team. To ensure fairness, transparency, and equal opportunity for all employees, we have established guidelines for employing relatives. These guidelines are intended to prevent conflicts of interest, favoritism, and any potential disruptions that may arise from working relationships involving close family members. By adhering to these policies, we aim to maintain a professional and inclusive workplace

where all employees are treated equitably and are empowered to perform their best work.

A close family member or someone living in the same household can apply for a job at the College as long as they meet the minimum qualifications for the position. However, they won't be hired if doing so would:

- Put them in a direct or indirect supervisor/employee role with their family or household member, or
- Lead to a real or perceived conflict of interest.

These guidelines also apply when assigning, transferring, or promoting employees. For this policy, "immediate family" includes parents, siblings, spouses, children (including step- and in-laws), grandparents, grandchildren, foster children, guardians, and close in-laws.

If employees marry or start living in the same household, they can both keep working here as long as there isn't:

- A direct or indirect supervisor/employee relationship, or
- A real or perceived conflict of interest.

If one of these issues arises, the College will work with the employees to try and find a suitable new role for

one of them. If that's not possible, the employees will decide which one will step down.

### **Workers' Compensation (Safety and Risk Management)** [COP 02-0304 Worker's Compensation](#)

In accordance with Florida law, FSW provides workers' compensation benefits to employees who sustain work-related injuries or illnesses. These benefits may include medical care, wage replacement, and other forms of support as outlined by state regulations. Employees must report any work-related injury or illness to their supervisor immediately, but no later than 30 days from the incident, to ensure the timely processing of claims. Failure to report promptly may jeopardize eligibility for benefits. Questions regarding workers' compensation can be directed to the Human Resources Department.

### **E-Verify**

Florida SouthWestern State College utilizes the E-Verify employment verification service. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Florida SouthWestern State College will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's form I-9 to confirm work authorization.

### Duty Days

To receive full pay, employees must work all of the [duty days assigned](#). Regular full-time staff are expected to work 243 duty days per fiscal year and full-time regular faculty are expected to work 166 duty days per academic year.

There are times when a payroll calculation is necessary to pay employees accurately. Calculations will occur when an employee cannot work all of the assigned duty days in any given fiscal year.

If an employee is hired after the beginning of our fiscal year (July 1st), a calculation will be done based on the number of duty days the employee will be physically working for the



remainder of the fiscal year. This can result in a positive or negative adjustment. Full-time employees will receive a New Hire Letter outlining any adjustments that will be made to their first paycheck.

If an employee leaves Florida SouthWestern State College before the close of the fiscal year (June 30th), a calculation will be made based on the number of duty days the employee physically worked. This could result in a positive or negative impact on the employee's final pay.

### Non-Duty Days [COP 05-0503 Holidays](#)

Non-duty days refer to scheduled College closings such as the holiday break, spring break and holidays (refer to the College calendar for holidays designated as a non-duty day). Non-duty days are not calculated as part of an employee's regular salary (except for FSWPD) and will be considered additional compensation.

**Normal work performed** at the request of a supervisor (excluding FSWPD) during scheduled breaks/non-duty days i.e., IT performing server work/upgrades, facilities repairing/upgrading areas, staff supporting FSW-sponsored events such as athletics or student support services staff preparing for upcoming terms.

**Exempt employees** - will receive payment equivalent to their regular daily rate pro-rated for hours actually worked. To be paid, an electronic Personnel Action Workflow will need to be completed for each exempt employee.

**Non-exempt (hourly) employees** - will receive pay at their regular hourly rate up to 40 hours and 1.5 times their hourly rate of pay for hours actually worked over 40 hours in a pay week. To be paid, non-exempt employees must complete a timesheet.

**Work performed, for non-FSW sponsored events**, at the request of an event supervisor during scheduled breaks/non-duty days (i.e., City of Palms Tournament, Home Shows, Bridal Fairs, other contracted events, etc.)

**Exempt employees** - will be paid a stipend of \$35/hr. or \$25/hr., based on the level of work as determined by the event supervisor, for hours actually worked.

**Non-exempt (hourly) employees** - will be paid 1.5 times their hourly rate of pay for all hours actually worked.

**Campus Police Officers** - will receive detail pay of \$50/hr. for all hours worked. Community Service Technicians - will receive detail pay of



\$40/hr. for all hours actually worked.

### Work Hours

#### [COP 05-0501 Scheduling Work](#)

Most full-time, 12-month employees, unless otherwise specified, work a 40-hour workweek. The work week begins at 12:01 a.m. each Monday and ends at 12:00 midnight each Sunday. Work schedules and hours may be modified to meet work requirements for certain areas without incurring overtime compensation, with prior notification being given to the employee, provided the administrative work week does not exceed forty (40) hours.

Flexible work schedules may be approved by a supervisor if it is in the best interest of the department/ College or is of a temporary nature at the request of an employee. A supervisor is not required to grant a flexible schedule; however, if the supervisor approves such a schedule change, there should be no expectation that such a schedule will become permanent.

### Flexible Work Arrangements (FWA) for Non-Instructional Employees

#### [COP 05-0508 Flexible Work Arrangements](#)

Florida SouthWestern State College

supports flexible work arrangements (FWA) for non-instructional employees to improve service delivery and accommodate employee needs, where operationally appropriate. FWAs include a range of options such as fully on-site, primarily on-site, primarily remote, and fully remote work configurations.

Decisions on work location are made by the respective Vice Presidents in consultation with leadership teams, based on position suitability and operational needs. Employees in remote roles are not guaranteed dedicated on-site workspace and must use FSW-issued equipment when reporting on-site.

Eligibility for FWA depends on job responsibilities, departmental needs, and employee performance. Positions requiring minimal face-to-face interaction or that involve measurable outputs may be suited for remote work, while roles necessitating frequent in-person engagement may not. Supervisors and department heads assess the appropriateness of FWA, taking into account work habits such as reliability and independence. Employees with performance or attendance issues are generally not eligible.

Supervisors and employees collaboratively determine work schedules, frequency of remote days, and communication expectations. Remote workers must remain accessible during scheduled hours and may be called on-

site as needed. Travel to on-site work is not reimbursed, and remote workers may need to relinquish permanent office space to optimize facility usage. Accurate time tracking is mandatory for non-exempt employees, and overtime must be pre-approved.

FSW may provide essential technology and expects employees to complete required training, including remote work certification and security awareness. Employees are responsible for establishing a safe, ergonomically sound remote workspace and are liable for any injuries or damage incurred at their alternate work location. Remote work is not a substitute for childcare and must prioritize job responsibilities.

Supervisors are tasked with defining expectations, monitoring performance, and reviewing arrangements regularly. Managing Hybrid Teams Training is required for supervisors overseeing remote workers. Additionally, compressed work schedules may be approved if feasible for the position and department needs.

Employees and supervisors may modify or terminate FWA arrangements at any time, with or without notice depending on circumstances. Employees planning to work outside Florida must notify Payroll, Human Resources, and their supervisor. The College reserves the right to adjust or discontinue FWAs as necessary.

## Overtime

### COP 05-0402 Overtime and Compensatory Time

Overtime is defined as hours actually worked in excess of the standard workweek, which is 40 hours. Non-exempt (hourly) employees who actually work more than 40 hours during the Monday-Sunday College workweek, with the approval of their supervisor, are eligible for overtime pay.

Holidays or Leave time (vacation, sick, personal) used during the Monday-Sunday workweek do not count toward the 40-hour calculation for overtime. When an employee's total hours for the workweek exceed 40 hours and leave time has been used, only the time actually worked by the employee counts toward the overtime calculation.

Hours actually worked in excess of 40 hours for the work period are compensated as 1.5 times the regular hourly rate and all other hours are paid at the regular hourly rate of pay.

It is the supervisor's responsibility to ensure that unauthorized overtime is not incurred (i.e. that the employee does not work in excess of 40 hours per week without advance approval from the appropriate approver).



Likewise, it is the employee's responsibility to seek advance approval from the supervisor for working hours beyond the normal 40-hour schedule. The work schedule should be arranged to avoid working in excess of the 40-hour workweek. In situations where the department's mission cannot be carried out in the standard workweek, overtime work may be authorized. Supervisors should seek approval from their higher-level supervisor to authorize overtime. Supervisors and employees who do not seek appropriate approvals for overtime work may be subject to disciplinary action.

The College does not have a compensatory time plan whereby employees can accrue "comp time" for use outside of the pay week where the employee actually worked more than

40 hours. Under no circumstances will the supervisor or employee keep a separate "log" of uncompensated hours to be paid in the future as compensatory time. However, employees are able to "flex" their time with supervisor approval.

### Flexing Time

Flexing time, with supervisory approval, allows employees to adjust their work hours within each pay week to better accommodate departmental or personal needs while still meeting the operational requirements of their role and minimizing the need for overtime.

Employees are expected to manage their work hours to avoid accruing overtime. Any hours worked beyond the standard schedule must be pre-approved by the supervisor. Flexing



Time should be used strategically to prevent the need for extended hours or overtime. For example, an employee who works an hour extra on the 3rd day of the pay week either comes in an hour later or leaves an hour earlier on the 4th or 5th day of the pay week.

### **Unscheduled Closings** COP 05-0502 Unscheduled Closings

In emergencies like severe weather, natural disasters, or major utility failures, the College may close all or part of the Lee, Collier, or Charlotte campuses or the Hendry-Glades Center. If a severe natural, manmade, or fiscal emergency occurs, the President may adjust these procedures as needed.

The FSW President decides, in consultation with VPs or executives, if an emergency closure is needed. This information is then disseminated to the College community.

Employees will be paid for unexpected closures if approved by the President or their designee. Only employees actively working and not on scheduled leave will receive Emergency Leave.

During a declared, unscheduled College closing employees may be mandated or requested to work by

their supervisor, department head, or College leadership. The College will compensate employees for work performed during this time per the COP.

### **Job Descriptions** COP 05-0202 Job Descriptions

FSW maintains [job descriptions](#) for all positions within the College. The purpose of the job description is to document the essential functions and responsibilities to be performed by an employee in a specific position at the College. Job descriptions are developed by the hiring manager with assistance from the Office of Human Resources when a position is created; the job description is maintained by the Office of Human Resources. Job descriptions are reviewed and updated on a periodic schedule.

Supervisors and employees may also request a review and revision of a job description through the Office of Human Resources if the essential functions of the position have changed. Depending on the extent of change, the position may require reclassification and subsequent change to the established pay grade. A determination of impact on compensation will be determined by the Office of Human Resources following an analysis of the position,

along with a review of internal and external equity factors. The use of job descriptions is strongly recommended for use as a communication device to set performance expectations between the supervisor and employees or applicants.

### **Salary Schedule & Salary Administration** COP 05-0401 Salary Administration

#### FSW Wage and Salary Schedule

FSW is committed to maintaining a fair and transparent wage and salary schedule to ensure equitable compensation for all employees. All policy decisions regarding compensation will take into consideration the College's overall economic condition and competitive position. The following guidelines outline how wages and salaries are determined, reviewed, and adjusted:

**Compensation Structure** – The Wage and Salary Schedule is based on a structured pay scale that reflects the responsibilities, skills, and experience required for each position within the College. Positions are grouped into specific pay grades, each with a defined minimum and maximum pay range.

**Starting Salary** – New employees will be offered a starting salary within the appropriate pay range for their

position, based on their qualifications, experience, and internal equity considerations. The Human Resources department and hiring manager will collaborate to ensure competitive and fair starting compensation.

**Salary Adjustments** – Salaries are reviewed regularly. Increases may be awarded based on performance, market conditions, and budget considerations. In addition to annual increases or lump-sum payments, salary adjustments may be made to reflect promotions, position reclassifications, or changes in job responsibilities.

**Additional Pay** – Any additional pay for special duties, shift differentials, or other compensable work will be applied according to College policy and legal requirements.

**Transparency and Review** – Employees are encouraged to discuss their compensation with their supervisors or Human Resources if they have any questions or concerns about the wage and salary schedule. The Wage and Salary Schedule is reviewed periodically to ensure it remains competitive with market standards and supports the organization's goals of fairness and equity.

**General Increases**— General salary

increases for personnel are determined annually by the District Board of Trustees and are dependent upon the availability of funding. An employee in a grant or special funded position may not receive an increase if the funding is not available through the grant, special funding source, or regular funding. Temporary employees such as Peak Partners, student assistants, employees hired on a per diem basis, other non-regular status appointments, and employees hired in a regular position after the effective date are not eligible for the salary increase. Salary increases are applied to base salary only unless otherwise defined in the approved guidelines.

### **Employee Classifications** [05-0201 Employment Classifications](#)

The College classifies positions based on a variety of factors including the nature of the duties assigned, the percentage of workload performing the duties, and state and/or College guidelines. Employment classifications are used as one factor to ensure a uniform and consistent determination of salaries and equitable alignment of positions.

**Faculty** – Teaching faculty positions are officially designated to perform instructional activities in degree or certificate-granting programs. The primary activities of these positions

involve direct instruction. Non-teaching faculty positions are officially designated as learning resources or counselors. Regular and limited term full-time teaching faculty (credit courses), librarians and counselors are covered by the Collective Negotiations Agreement. Faculty are on nine (9) month contracts.

**Executive and Administrative** – The primary duties involve executive, managerial, and College-wide decision-making responsibilities, including planning, directing, developing, organizing, and utilizing College resources (manpower, material, financial, and facility resources). Examples of executive positions include President, Chief of Staff, and Vice Presidents; administrative positions may include, but are not limited to the following: Assistant Vice Presidents, Deans, Associate Deans, Campus Directors, and some Directors. Executives and Administrators are subject to an annual employment contract, with their continued service contingent upon the President's recommendation to the Board of Trustees each year.

**Professional** – The primary duties provide oversight of specific operations of the College or provide services of a highly specialized or technical nature. Employees in these positions generally have specific training, experience, or certifications that relate directly to the



functions of the positions and may supervise other employees. Examples of positions classified as Professional are the following: select Director positions, Assistant Directors, Classroom Teachers, Coordinators, Managers, Programmers, and Analysts.

**Career Service** – The primary duties involve the performance of support functions essential for the effective operation of the College. Some Career Service employees may supervise other employees. Career Service positions may be further designated as administrative, instructional, student services, technical, plant, and/or facilities support in accordance with the Florida State Accounting Manual.

**Adjunct (part-time faculty)** – An adjunct position is a temporary, part-time position established for the purpose of direct instruction. Adjunct faculty is limited to teaching no more than twelve (12) credit hours per semester or summer. There is no expectation the position will continue in the future. Employees holding an adjunct position are considered temporary employees and are ineligible for employment benefits.

**Student Assistants** – The primary duties vary greatly and will depend on the needs in the employing department. Availability of positions



may vary from semester to semester. Employment of Student Assistants is detailed in [COP 05-0303 Student Employment](#).

### **Appointments** [COP 05-0302 Appointments](#)

The authority to appoint employees at FSW resides with the College President and must comply with applicable state laws, Florida Administrative Code, and institutional policies. Appointments are made based on qualifications, and employees without a fixed-term contract are considered at-will, meaning their employment may be terminated at any

time, with or without cause.

Instructional and administrative personnel are typically hired under contract, beginning with a letter of intent. The final appointment is made through a formal contract signed by the employee and approved by the Board of Trustees (BOT). These contracts are reviewed annually, with Human Resources responsible for coordinating evaluations and processing renewal recommendations. In cases where appointments must be made between BOT meetings, the President has the authority to authorize interim hires, though the Board may later reject such appointments.

## Position Types

**Regular** – A position that is authorized and established in the staffing plan to satisfy a continuing and recurring workload requirement.

**Limited Term** – A position that is established to meet a specific need for a limited period of time. Limited-term faculty are defined as full time faculty hired for no less than one full semester and no more than two academic years. For employment classifications other than faculty, limited-term is defined as an employee hired generally for no more than one (1) year. Limited-term positions include special assignments, contractual work, and other positions that do not expect to have a continuing or recurring workload. Limited-term positions may receive selected employment benefits afforded to regular positions for the term of employment.

**Temporary and On-Call, Other Personnel Services (OPS)** – A position that is established to meet a workload of a temporary nature. Employees in temporary OPS positions do not receive employment benefits except those required by statute or regulation and are limited to working no more than 25 hours per week. Temporary OPS positions include student assistants, substitutes, test proctors,

and others. A temporary OPS employee may not have more than 2,080 hours of total service at the College. Temporary OPS positions are funded from the OPS budget category. On-call positions may be established to meet a workload of a casual or seasonal nature and are not subject to the 2,080-clock-hour rule for temporary OPS positions. On-call employees in OPS positions do not receive benefits except those required by statute or [COP 05-0201 Employment Classifications](#). On-Call positions include Peak Partners and OPS temps called to cover various, non-reoccurring limited assignments. On-call OPS positions are funded from the OPS budget category. Under no circumstances shall a part-time temporary position average more than 29 hours per week.



**Grant-funded** – Grant-funded positions may consist of regular, limited-term, or temporary positions that are established through a grant and may be eliminated if the grant funding ends. Individuals employed through a grant, or similar types of nonrecurring funds, hold their positions only for the duration of the grant.

**Administrator/Executive on Contract** – Employees in these positions are on an annual contract. Their continued employment is contingent upon the renewal of this contract, which typically outlines their duties, compensation, and terms of service.

**Acting and Interim Positions** – An employee who is appointed temporarily into a position when the current incumbent is absent or unable to perform their duties (i.e. due to illness) is considered “acting” in that role and assumes some of the duties of the position while maintaining their current duties. The appointment is usually seen as temporary, with the understanding that the role will revert to the incumbent.

An employee who is appointed when someone leaves their position permanently (e.g., resignation, retirement, etc.) or for a long-term absence is considered “interim”. The interim serves until a permanent replacement is found. The interim



employee typically takes full responsibility for the role during the transitional period.

### Position Status

**Full-time** – A full-time non-instructional position is established for a minimum of 40 hours per week. Faculty full-time positions are governed by the Collective Negotiations Agreement (CNA), but generally are scheduled to teach 15-16 credit hours per semester (2 semesters) or work 40 hours if not assigned teaching responsibilities. In all cases, where College policy may conflict with the CNA, the CNA prevails.

**Part-time** – A part-time position is established to satisfy continuing and recurring workload requirements. A part-time position cannot be established for more than 25 hours per week without the approval of the appropriate senior leadership and Chief Human Resources and Organizational Development Officer. Under no circumstances shall a part-time position average more than 29 hours per week.

### Promotions

Promotional opportunities are an essential part of employee growth, development, and job satisfaction. FSW supports providing fair and



transparent opportunities for career advancement based on performance and organizational needs.

A promotion is recognized as movement from a position at a lower pay grade to a higher grade where the level of duties and responsibilities have increased in scope. Promoted employees will be placed on a six-month introductory period. Generally, a promotional salary increase is either to the minimum of the new pay grade or 5%, whichever is greater; however, Discretion is allowed to consider a variety of factors including experience, level and scope of responsibility, length of service, internal and external labor market, budget availability, and other relevant factors as determined by the supervisor, cabinet-level administrator, and human resources. When a promotion occurs on the same date as a general increase (typically July 1) - the promotional salary adjustment will

occur first and then the general increase will be applied, unless otherwise directed by the President.

The introductory period for promotions within the Campus Police department is unique; your supervisor will complete a Member Performance Report quarterly during your introductory period as detailed in the FSW Campus Police Department General Order 35.1.

### Lateral Transfer

A lateral transfer happens when an employee moves from one job to another within the College, but the new position is at the same level as the current one. This means there's no change in pay, rank, or level of responsibility, but the employee might have new tasks, a new supervisor, or work in a different department. It's often used to give employees new experiences or help them find a better fit within the College without moving

up or down the job ladder. Employees starting a new position due to a lateral transfer will be placed on a six-month introductory period.

The introductory period for lateral transfers within the Campus Police department is unique; your supervisor will complete a Member Performance Report quarterly during your introductory period as detailed in the FSW Campus Police Department General Order 35.1.

### Role Adjustment

When an employee moves, voluntarily or involuntarily, to a position that is at a lower level than their current one a role adjustment occurs. This usually means a reduction in responsibilities and subsequent pay decrease.

Employees may apply for open positions at a lower level when work-life balance, career shifts, or job satisfaction issues arise. Supervisors may elect to initiate a role adjustment when reorganizing departmental structure, addressing performance issues, or to align an employee's skills and strengths with the position they hold.

### Introductory Period

For new, re-employed, transferred, and promoted employees, there will be an introductory period of six (6)

months. This applies to all employees not on contract. Introductory periods may be extended upon recommendation of the supervisor in consultation with the CHRO. An employee in an introductory period may be terminated for any reason by the President or designee.

The introductory period within the Campus Police department is unique; your supervisor will complete a Member Performance Report quarterly during your introductory period as detailed in the FSW Campus Police Department General Order 35.1.

### Performance Management - Frequent Feedback and Check-Ins

[COP 05-0309 Performance Management](#)

The College aims to create a workplace where all employees see how their efforts contribute to the College's goals and have chances for personal growth. One way to achieve this is by having a strong feedback system that focuses on performance and happens often. This ongoing process helps set clear expectations in a collaborative way, which keeps both supervisors and their team members on the same page. Supervisors should provide regular coaching that highlights each employee's strengths. Feedback should come often, be targeted, and look forward to future improvements. By setting clear expectations and ensuring

consistent coaching, both supervisors and their teams hold each other accountable. This accountability builds a supportive working relationship, promotes open communication, focuses on the department's and College's success, and clarifies what is expected from employees in their roles.

FSW is using Agile Performance\*\* as a software tool to create a clear and easy-to-use space for all performance-related information from both supervisors and employees. Supervisors are expected to have regular meetings and chats with their team members about performance goals, employee growth, and any necessary adjustments. Agile is used. Agile helps to keep track of these discussions. Agile consists of the following modules and the expectations regarding their use:

### Module—Feedback

**Purpose:** Feedback is the exchange of information between supervisor and a direct report. It typically includes information about an expected performance and actual performance. Feedback is essentially an on-going, two-way conversation.

While managers typically provide feedback to their direct reports, a supervisor may request feedback from other employees regarding the performance of their direct reports.



**Requirements:** Supervisors must provide a minimum of 4 feedback sessions to their direct reports (1 per quarter) which are documented in Agile.

When feedback is requested from other employees regarding their direct reports, the direct report should be notified of the request, and the results should be shared with the direct report.

\*\* Agile Performance is used for regular full-time and part-time staff. Full-time faculty, adjunct faculty, student employees and OPS Temps are not reviewed using Agile nor are members of the Campus Police department.

### Module – Check-Ins



**Purpose:** The Check-in module uses the power of agile performance management to set employees up for success. Agile performance management fits the new ways in which we work—more collaborative, fast-paced, and social. It stresses constant communication and emphasizes employee development, success, and future performance rather than past accomplishments, documentation, and scores.

Using Check-in, managers and employees collaborate. Employees and managers set check-in meetings to go over how things are going. And when used with Expectations and Feedback modules, Check-in becomes a powerful tool to set expectations and provide on-going feedback. It makes it easy for collaboration between supervisor and direct report.

**Requirements:** Check-ins may be initiated by both the supervisor and their direct report. The minimum requirement is for two (2) documented check-in sessions per year, one every six months.

### Module – Expectations

**Purpose:** Expectations identify what the employee will be working on in the near future and how it will be achieved. Employees generally initiate the expectation process, but supervisors may generate them as well. When an

employee sets their own expectations, managers are notified of those expectations. A manager can edit those expectations, if needed, to align to the changing needs of the department.

**Requirements:** Expectations may be utilized throughout the year to ensure that direct reports are focusing on the appropriate tasks at the appropriate times.

### Module – Reviews

**Purpose:** The Reviews module is an automated performance measurement tool. Managers and employees use the Reviews module to track job performance.

**Requirements:** Reviews will be initiated by human resources for individuals in their six-month introductory period in the 3rd and 5th months. The majority of the College will not have annual reviews.

### Module – Goals

**Purpose:** The Goals module allows for the creation and tracking of goals. Direct reports and managers can set goals. Goals can also be associated with departmental or College-wide objectives. Goals are specific activities, tasks, or objectives that the manager and direct report create to grow and improve job knowledge, skills, and job performance. Goals are associated with a specific time period (goal period).

**Requirements:** The intent of this module is to ensure that the goals set for direct reports are timely and meaningful to the work of the department/College. They may be short or long-term. At least one goal should be tracked in Agile for each direct report. Upon completion of a goal, another goal should be initiated.

For complete information about the performance management process please consult [COP 05-0309 Performance Management](#).

The performance management process within the Campus Police department is unique as detailed in the FSW Campus Police Department General Order 35.1.

### **Mandatory Training** [COP 05-0702 Policy for Mandatory Training](#)

Florida SouthWestern State College requires all regular employees to complete designated mandatory training as a condition of employment. This training is established by the College President or mandated by law, regulatory bodies, or as necessary to mitigate legal, financial, or physical risks to the institution. New employees must complete their assigned training within 60 calendar days of hire, while annual training must be completed within 30

days of each employee's work anniversary. Non-compliance may result in restricted access to College IT systems and potential disciplinary action, including termination or contract cancellation. Supervisors are responsible for communicating training requirements, including additional role-specific training based on job duties, and ensuring timely completion. Time spent in mandatory or supervisor-required training is considered paid work time. All employees are accountable for meeting these training obligations as part of their job performance expectations.

### **Resignation/Exit Interview** [COP 05-0306 Resignation Personnel Clearance Procedures](#)

Employees should submit a written notice if they plan to resign, typically at least two (2) weeks in advance unless there's a valid reason for less notice. Contract administrators, executives, and faculty are expected to complete their contract period unless there's a strong reason not to. Not giving enough notice may impact future references.

Once a resignation or retirement notice is submitted and approved, it can't be rescinded. If an employee is absent without notice for three (3) consecutive days, it will be considered a voluntary resignation from any and all employment with the College.

Resigning or retiring employees should be

present and working each day of their notice period; they can't use vacation, personal, or sick leave to extend their end date. For details on terminations for disciplinary reasons or retirement, see related [College policies](#).

A resigning/retiring employee is required to turn in all College issued property, BUC card, parking decals, keys, and other equipment on or before their last day of work. All documents and materials related to College business must be preserved, and no documents can be discarded or removed from the property. No e-mails may be deleted without supervisory approval.

Benefit eligible employees will be sent information regarding continued coverage (COBRA) to the employee's address of record. Final pay for a departing employee will be adjusted to reflect the actual pay earned for the duty days worked in the current fiscal year (refer to Duty Days on page 17). Payment for any lost or damaged College property may be deducted from the final pay in accordance with applicable laws and practices.

An exit interview with the CHRO can be scheduled upon request for employees who resign or retire.

### **Conflict of Interest** [COP 05-0904 Conflict of Interest](#)

Employees must avoid any activities,



relationships, or situations that create, or appear to create, a conflict between their personal interests and the interests of the College. A conflict of interest arises when an employee's personal, financial, or other interests interfere with their ability to perform their job duties objectively and in the best interests of the College.

Examples of potential conflicts include, but are not limited to:

- Having a financial interest in or working for a competitor, vendor, or contractor.
- Accepting gifts, favors, or excessive hospitality from individuals or organizations doing business with the organization.
- Using organizational resources or confidential information for personal gain.
- Participating in decisions that could benefit family members, friends, or close associates.

Employees must disclose any actual or potential conflicts of interest to their supervisor or Human Resources as soon as they arise. Failure to disclose conflicts may result in disciplinary action, up to and including termination.

The College reserves the right to review and address conflicts of



interest on a case-by-case basis.

### **Disciplinary Procedures** [COP 05-0901 Disciplinary Procedures](#)

Florida SouthWestern State College is committed to maintaining a workplace that promotes professionalism, accountability, and compliance with College policies and applicable laws. When an employee's conduct or performance does not meet established expectations, the College may implement disciplinary procedures to address the issue. These procedures are designed to ensure fairness, provide opportunities for improvement, and uphold the standards necessary for a productive and respectful work environment.

Disciplinary action may occur for the following reasons (summary only please see COP for details):

- **Adherence to Policies and Procedures** - Compliance with College policies, procedures, and departmental rules.
- **Ethical and Professional Conduct** - Avoiding conflicts of interest and upholding professional standards.
- **Performance and Productivity** - Meeting job expectations, including productivity, quality, and timeliness.
- **Attendance and Punctuality** - Avoiding excessive tardiness, absenteeism, or unapproved absences.
- **Workplace Safety** - Following safety protocols and avoiding unsafe behaviors.
- **Substance Use** - Prohibition of drug/

## Total Rewards

alcohol misuse or being under the influence at work.

- **Respect and Cooperation** - Avoiding disruptive, aggressive, or insubordinate behavior.
- **Confidentiality** - Safeguarding privileged and confidential information.
- **Integrity and Accountability** - Avoiding fraud, dishonesty, and misuse of College property or time.
- **Legal Compliance** - Reporting criminal charges and avoiding activities that damage the College's reputation.

### Drug Free Workplace

[COP 05-0803 Drug Free Campus and Workplace](#)

The College is committed to promoting and maintaining a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on and off duty or on or off College premises. The possession or use of alcohol by employees or students is prohibited. The possession or consumption of alcohol by employees or students of legal age at a College-sponsored or approved function where alcoholic beverages are served by the College or sponsor is not a violation of FSW policy.

### Tobacco Free Policy

<https://www.fsw.edu/tobaccofree/policy>

The use of all tobacco products on campus, at all institution-sponsored off-campus events, and in all campus-owned vehicles is prohibited. Tobacco use includes the personal use of any tobacco product, whether intended to be lit or not. It includes, but is not limited to, smoking; the use of an electronic cigarette or any other device intended to simulate smoking; the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of loose-leaf, smokeless tobacco; and the use of cigarettes, cigars, and pipe tobacco. Please refer to the FSW link above for more information.

### Criminal Background Checks

[COP 05-0305 Employment Background Checks](#)

New employees are required to consent to a Level II Criminal Background Check through the Florida Department of Law Enforcement (FDLE). Employees shall have the right to examine their criminal background check information. The College pays for the cost of the criminal background check.

Employees of the FSW Charter High Schools are required to consent to a Level II Criminal Background Check every five (5) years and/or following the disposition of Felony or Misdemeanor charges reported in compliance with

Board of Trustees (BOT) Policy [6Hx6:5.03 Employee Code of Ethics and Professional Responsibilities](#). In addition, per this BOT policy, employees are required to self-report any arrests or criminal charges the employee has been the subject of within two (2) business days to the Office of Human Resources.

### Agreement to State Laws and College Policies

[COP 05-0106 Employee Acceptance of State Law, College Policies and Procedures](#)

Florida law requires employees at state Colleges to agree to follow College policies and state laws as a condition of employment. At Florida SouthWestern State College, employees confirm in writing during the hiring process that they will comply with these laws, policies, and procedures and sign a loyalty oath upon being hired. Violating College policies or state laws, or providing false or incomplete information, may lead to disciplinary action, including termination.

### Unlawful Harassment, Discrimination & Retaliation Complaint Procedure

[COP 05-0107 Unlawful Harassment, Discrimination and Retaliation Complaint Procedure](#)

Employees are expected to act professionally and courteously toward students, coworkers, and the public, to perform duties efficiently, and to adhere to



punctuality and other workplace standards. The College emphasizes a respectful and harassment-free environment and prohibits behaviors such as misuse of position, acceptance of unauthorized compensation, or any activity that violates College policy or Florida law. All conduct is subject to investigation by Human Resources, and violations may result in disciplinary action up to and including termination. The guidelines reinforce the College's commitment to maintaining a professional, ethical, and legally compliant workplace.

FSW complaint procedures provide a structured process for addressing employee conduct concerns. Complaints may be initiated by students, employees, or external parties and must be submitted in writing to the Compliance Officer in the Office of Human Resources. Upon receipt, the Compliance Officer will conduct a prompt and thorough investigation to determine if a violation of College policies has occurred. The process includes interviewing involved parties, reviewing relevant documents, and maintaining confidentiality to the extent possible. If misconduct is substantiated, appropriate disciplinary action will be taken based on the severity of the offense, which may range from counseling to termination. Employees involved in the complaint are informed of

the outcome, and all documentation is maintained in accordance with College procedures and applicable laws.

### Florida Sunshine Laws and Public Records

Under Florida's Sunshine Laws, FSW records are subject to public inspection and disclosure, including, but not limited to, records of employment such as your name, title and salary information, and work-related documents, recordings, and emails. FSW's General Counsel's Office regularly receives public records requests. Although every public agency is required to provide requested information, there are exceptions within the state statutes that provide exemptions from the public records law. Completing the [Exemption from Public Records Form](#) will ensure and enable accurate processing of your employee record. Completed forms should be sent to [humanresources@fsw.edu](mailto:humanresources@fsw.edu).

Questions relating to public records requests should be directed to [GenCounselEmailGroup@fsw.edu](mailto:GenCounselEmailGroup@fsw.edu).

### Total Rewards

[www.fsw.edu/employeeservices](http://www.fsw.edu/employeeservices)

Phone: 239-433-6916 or ext. 16916

### [COP 05-0601 Group Benefit Program](#)

As of January 1, 2025, the Florida College System employees became eligible for coverage under the state of Florida Benefit plans (House Bill 5101).

Full-time Florida SouthWestern State College employees are offered a variety of employee benefits; retirement, health insurance, term life insurance, leave time and sick leave pool as well as professional development opportunities. For a complete listing of



benefits and their associated costs please visit the [myBenefits website](#).

## Retirement

### [COP 05-0606 Retirement and Continuation of Benefits](#)

**Florida Retirement System** - Florida SouthWestern State College is a participant in the Florida Retirement System (FRS). The FRS is an employee and employer contributory retirement plan. The rules surrounding FRS including the contribution rates are determined by the Florida Legislature and are reviewed yearly. One of the requirements of the State is that full-time and part-time regular employees must participate in the FRS. Additional information regarding FRS can be viewed at [www.myfrs.com](http://www.myfrs.com).

Employees contribute 3% of their gross monthly salary on a pre-tax basis. The employer also contributes an amount equal to the gross monthly salary multiplied by the corresponding employer rate. Employee contributions are vested immediately, and the employer contributions have a vesting period. The vesting period may vary depending on what plan you enroll in and when you enroll.

The FRS offers two types of retirement plans to its members: pension plan and investment plan.

The **FRS Pension Plan** is a defined benefit plan designed for long term service employees. Vesting requirements vary depending on when you enrolled in the plan. Investments are directed by the State and it is not portable if you should leave FRS employment. At retirement, the pension plan pays a guaranteed lifetime monthly benefit based on a formula using age at retirement, years of FRS service and Average Final Compensation.

The **FRS Investment Plan** is a defined contribution plan designed for a more mobile workforce. It carries a one year vesting requirement; contributions are self-directed, and funds are portable if you should leave FRS employment. Employees must initially elect to take the investment plan within the first eight months of the date of hire. This is the default plan if you do not make an election. **NOTE: Full-time and part-time regular employees are automatically enrolled in the FRS Investment Plan upon new hire.** If employees wish to enroll in the FRS Pension Plan, they must elect to do so within the 8 months following their month of hire by 4:00 p.m. EST on the last business day of the month. [FRS elections are made online](#) at myfrs.com.

The **State Community College System Optional Retirement Plan (CCORP)** is a defined contribution plan in which both eligible employees and employers

contribute. Administrators, Faculty and High School Teachers are eligible to participate in the CCORP. **Eligible employees must enroll within ninety (90) days from the start date of their employment.** CCORP enrollment is complete when a contract has been issued by a CCORP provider company and when the proper State of Florida enrollment forms have been submitted to the Division of Retirement. Participants must withdraw from the FRS in order to participate in the CCORP.

Participants who enroll in the CCORP are immediately vested in both the employee and employer contributions. Contributions are self-directed and funds are portable should you separate from the College.

For questions relating to CCORP, please contact us at [benefits@fsw.edu](mailto:benefits@fsw.edu). A participant is required to establish a contract with one of the annuity providers listed below before submitting an [Optional Retirement Program Enrollment Form \(OCC-1\)](#) to Benefits. A detailed list of authorized vendors is below.

## CCORP Authorized Providers

[Corebridge Financial](#) - (800) 448-2542 - Use account number 05180 to set up your new CCORP account.



## Total Rewards

[VOYA Financial](#) - (855) 663-8692 - Use account number VFF015 to set up your new CCORP account.

[MetLife](#) - (800) 763-2838 - Use account number 0829702 to set up your new CCORP account.

[TIAA](#) - (800) 842-2252 - Use account number 102666 to set up your new CCORP account.

[Fidelity Investments](#) - (800) 343-0860 - Use account number 72293 to set up your new CCORP account.

### Pre-Tax Savings Options

Employees may choose from a variety of 403(b), mutual fund and 457(b) tax sheltered account companies to invest money on a voluntary pre-taxed basis offered as a payroll deduction. Visit the [Retirement Benefits website](#) for more information.

### Deferred Retirement Option Program (DROP)

[COP 05-0604 Deferred Retirement Option Program](#)

This is a Florida Retirement System (FRS) program that provides an alternative method for payment of retirement benefits for a specific and limited period for employees who participate in FRS, TRS, and SCOERS. An eligible employee may retire and have FRS benefits

accumulate in the FRS Trust Fund, earning interest, while the employee continues to work for the College. When the DROP period ends, the employee must end their employment at FSW. The employee will receive the payment of the accumulated DROP benefits and begin receiving their monthly FRS retirement benefit.

### Educational Benefits

[COP 05-0602 Educational Benefits](#)

[www.fsw.edu/employeeservices/education](http://www.fsw.edu/employeeservices/education)

### [FSW Course Catalog](#)

Florida SouthWestern State College encourages its employees to obtain skills, knowledge and abilities that will increase the effectiveness of their performance in their present College position, as well as improve their opportunities for possible career advancement within the College. The tuition scholarship and tuition reimbursement programs are designed to support this philosophy.

**FSW tuition scholarships** - are offered to regular full-time faculty and staff who have been employed with FSW for at least six (6) consecutive months and have successfully completed their introductory period. The maximum benefit is 12 credit hours per semester and 24 credit hours per academic year. The benefit may be shared between the employee and qualifying dependents but may not

exceed the semester and annual limits. The employee must have prior approval of his/her supervisor before taking a course(s).

**Tuition Reimbursement** - The Tuition Reimbursement Program allows eligible employees to enroll in academic degree programs at regionally accredited degree-granting educational institutions, and to be reimbursed up to 75% of the tuition expense (less any financial aid the employee may be qualified to receive). Currently, reimbursement rates are based on FGCU tuition costs.

Degrees or certificates offered at Florida SouthWestern State College will not be reimbursed if taken at other institutions. No courses will be approved to be taken during the employee's normal workday unless the course(s) clearly contributes to the enhancement of the employee's job skills as they relate to the College as determined by the employee's supervisor and approved by the appropriate Vice President/Executive.

### Dental Clinic

**Location:** Lee Campus, Building A, Room 154

**Phone:** 239-985-8334

As part of the student-training program at FSW, employees may take advantage of limited dental services provided by appointment at the Dental Clinic on the Lee Campus. The College's clinic offers low

## Total Rewards

-cost services including exams, cleanings, x-rays, and sealants. The cost is \$30 for children 17 and under and \$50 for adults. The Dental Clinic is open during the fall semester on Tuesdays and Thursdays, during the spring semester on Tuesdays, Thursdays and Fridays and during the summer semester Tuesday through Friday from 8 a.m. to 5 p.m. at the Fort Myers campus located at 8099 College Parkway. These services are provided by students under the direct supervision of licensed dentists and hygienists during a four-hour appointment starting at either 8:00 a.m. and/or 1:00 p.m.

Appointments can be made by calling (239) 985-8334.

### Fitness Center

[www.fsw.edu/campusrec](http://www.fsw.edu/campusrec)

### Lee Campus

Location: Suncoast Arena  
Phone: 239-489-9290

### Collier Campus

Location: Building J, Room 133  
Phone: 239-732-3998

FSW Fitness Centers are available to all current FSW College students, faculty, and staff. Please make sure you have a valid Florida SouthWestern State College BUC card.

### Discounts

A list of area merchants offering discounts to FSW employees are available at [www.fsw.edu/employeeservices/discounts](http://www.fsw.edu/employeeservices/discounts)

### Work-Life Balance

FSW recognizes the importance of a healthy work-life balance for its employees. Paid Holidays, Vacation Days, and Personal Days, as well as Non-Duty Days, i.e.. Spring Break and Winter Break, allow for time off to rejuvenate.

### Holidays

[COP 05-0503 Holiday Pay & Pay for Non-Duty Days](#)

The College observes most holidays. In addition, the College closes for Spring Break, Winter Break, and additional College-recognized days. Holidays that occur on a Saturday are observed on the preceding Friday and those that occur on a Sunday are observed on the following Monday. See the College [duty day calendar](#) on the FSW College website for more information regarding College holidays. Holidays may be observed as paid holidays or non-duty days. Holidays that occur on Saturday are observed on the preceding Friday and those that occur on Sunday are observed on the following Monday.

If an employee is scheduled to work on a paid holiday the following applies:

**Exempt Employees** – will receive

payment equivalent to their regular daily rate (pro-rated for hours actually worked).

**Non-Exempt (hourly) Employees** – will receive pay at 1.5 times their hourly rate of pay for hours actually worked.

**Campus Police Non-Exempt (hourly) Employees** - Non-exempt employees of the FSWPD that work on the actual holiday (excluding Veteran's Day and Friday after Thanksgiving) will receive pay at 1.5 times their hourly rate.

### Requesting Leave and Leave Reporting

Employees should talk with their supervisors to request approved time off prior to completing the "Request Time Off" workflow. The workflow is located on the employee dashboard in the My FSW Portal.

Once the date(s) of the leave has passed and prior to the beginning of the next pay period, the employee then completes the "Enter Leave Report" workflow located on their employee dashboard in the My FSW Portal. Even if the leave time was not taken, the workflow should still be completed. There is a space to indicate that the leave was not taken. Once the supervisor approves the submitted Leave Report, the payroll office processes accordingly.

## Types of Leave

### Vacation Leave

#### COP 05-0505 Vacation Leave

All regular full-time and temporary full-time (243 Staff duty day calendar) non-instructional employees are eligible to earn vacation leave.

Vacation leave will accrue according to the following schedule:

#### Professional and Career Service Employees

Years of Continuous Service at FSW/  
Days Earned Per Month

- 1 through 60 months/1 day
- 61 through 120 months/1.25 days
- 121 months or more/1.5 days

#### All Other 12-month Personnel

Executive and Administrative Employees earn vacation days per calendar month as follows:

**Administrative**/2 days per month

Maximum Accrual 44 days

**Executive**/4 days per month

Maximum Accrual 70 days

#### Vacation Buy-Back

**Professional and Career Service Staff** - Full-time staff members who have more than 44 unused vacation days at the end of any calendar year will automatically receive payment for up to five (5) unused vacation days by the end of January of the following year. To receive the maximum vacation day payout a staff member needs to have a

minimum of 49 unused vacation days as of December 31<sup>st</sup> of each year. Vacation leave is cumulative up to the maximum number of days as outlined above.

#### Administrators:

Unused vacation days as of December 31 of each year, in excess of 44 up to 51, will automatically roll into the Bencor National Plan (401(a) qualified retirement plan) for administrators.

Additional unused vacation days after 51 days, up to a maximum of 10 unused vacation days will automatically be paid to the employee by the end of January of the following year. To receive the maximum vacation day payout a staff member needs to have a minimum of 61 unused vacation days as of December 31st of each year.

#### Executives:





Unused vacation days in excess of 70 days up to 85 days will automatically roll into the Bencor National Plan (401(a) qualified retirement plan) for administrators.

Additional unused vacation days in excess of 85, up to a maximum of 100 unused vacation days, will automatically be paid to the employee at full value by the end of December. To receive the maximum vacation day payout a staff member needs to have a minimum of 100 unused vacation days as of December 31st of each year.

**The following applies to all employees:** If the monies received for payment of maximum days accrued at termination or, if elected, upon DROP enrollment, are in excess of \$25,000, it is mandatory that the College deposit the monies into the Bencor National Plan (401(a) qualified retirement plan on behalf of all executives, administrators and institutional support staff (faculty excluded).

In case of death, such pay shall be paid to the employee's beneficiary, estate, or as provided by law and/or current College policy.

Vacation payout is subject to Florida Retirement System Employee and Employer contributions up to the maximum amount as directed by the

Florida Retirement System.

### **Sick Leave, Personal Leave and Sick Leave Pool**

[COP 05-0504 Sick Leave](#)

#### [BOT Policy 6Hx6:5.04 Sick Leave](#)

**Sick Leave** - Any full-time employee who is unable to perform their duties because of sickness, accident, disability, or extended personal illness or death of the employee's father, mother, brother, sister, spouse, child, other close relative, or member of the employee's own household and, consequently, must be absent from work, shall be granted leave of absence for sickness. An employee disability caused or contributed to by pregnancy, childbirth or related medical conditions affecting the employee shall be considered the same as personal illness for purpose of this policy.

Any full-time employee who is granted sick leave by the College shall receive regular pay while on approved leave to the extent earned accumulated sick leave credit is available to offset the time absent for work.

Each full-time employee earns credit toward one day (8 hours) of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days (96 hours) of credit during any fiscal year. Annual

contract positions with reduced hours will earn sick leave hours equal to the percentage of the employee's full-time equivalency. Such sick leave credits shall be cumulative from year to year.

Full-time employees having sufficient accumulated sick leave credit may be granted up to four (4) days for personal reasons during each fiscal year, such period of absence to be with pay. Such leave, when granted, shall be charged against the employee's accumulated sick leave credits. Personal leave shall be non-cumulative.

Accumulated unused sick leave credits shall be accepted from previous employment at Florida SouthWestern State College, another Florida community College, the Florida Department of Education, the State University System of Florida, or a Florida county board of public instruction, provided that at least one-half (½) of the sick leave credited at any time must have been earned at FSW.

For illness arising out of or during employment – See Workers Compensation (Safety and Risk Management) section.

[www.fsw.edu/employeeservices/workerscomp](http://www.fsw.edu/employeeservices/workerscomp)

**Personal Leave** - An eligible employee may use no more than four (4) sick days per fiscal year for personal reasons. Personal

## Total Rewards

leave is non-cumulative and therefore will not exceed four (4) days per fiscal year. New employees will qualify for personal leave once the accrued sick leave totals 48 hours (6 days). Personal leave may be used in the month following eligibility. To facilitate this, 32 hours (4 days) will be transferred from the sick leave balance to the personal leave, decreasing sick leave by 32 hours and increasing personal leave by the same amount. At the beginning of each fiscal year on July 1, current employees' personal leave balances will be adjusted to reflect a total of 4 personal days, provided that the remaining sick leave balance is at least 2 days (16 hours) after this transfer. If transferring personal days would reduce the sick leave balance below 2 days (16 hours), the addition of personal days will be deferred until the sick leave balance reaches the required minimum. Personal leave use must be requested in advance and approved by the supervisor using the approved leave request process.

**Sick Leave Pool (SLP)** - The purpose of the sick leave pool is to provide an opportunity for employees to create a bank of sick leave hours that can be used by fellow employees who also participate in the sick leave pool (SLP). Before using sick leave pool days participants must exhaust all of their earned vacation and sick leave. SLP is used only for the employee in the case of a catastrophic



illness or a health-related emergency.

The SLP is intended to be used by eligible employees until long-term disability insurance becomes effective. Members requesting SLP must also complete the appropriate Family Medical Leave paperwork with Human Resources. The medical leave must have been approved according to the requirements of the Family Medical Leave Act (FMLA). A member will not be able to utilize the SLP without the Office of Human Resources having received the appropriate medical

information. Once proper medical documentation is received, SLP will be paid retroactive to the first day of eligibility.

Enrollment in the Sick Leave Pool (SLP) is available to full-time employees after one (1) year of service during open enrollment. Employees must have a minimum of ten (10) days of unused accrued sick leave to be eligible to join. Members initially contribute two (2) sick leave days upon enrollment to the pool. After the initial contribution, no further contributions shall be required except as may be necessary to replenish the pool. Any such further contribution shall be equally required of all employees participating in the pool.

Use of leave from the SLP is contingent on the availability of days in the SLP. The maximum number of days a member may draw consecutive sick leave from the SLP is sixty (60) duty days during a rolling 12-month period (the current month and preceding 11 months), with no more than 120 days within a 3-year period of time.

A participating employee who chooses to no longer participate in the sick leave pool will not be eligible to withdraw any sick leave already contributed to the pool. For more detail, please review the COP.

## Other Leaves of Absence

### COP 05-0506 Other Leaves of Absence

#### Jury Duty

An employee (regular full-time and regular part-time) who receives a subpoena or jury summons must let their supervisor know right away. Fill out a Leave Request Form, online, to indicate the dates and times you need to be in court. Make sure to attach the subpoena or jury summons to this form.

An employee who is summoned for jury duty is granted court-related leave with pay, with the employee retaining jury fees. The College will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

After your court duty is done, come back to work immediately, or check with your supervisor about when to return. If you finish court with less than two (2) hours left in your workday, you should return to work the following day.

Judicial leave with pay will not be granted for court attendance when an employee is engaged in personal litigation where he/she is principal; however, vacation or personal leave may be granted in such cases.

#### Mandatory Leave

If a supervisor determines that an employee is unable to perform their duties, the supervisor may, after consultation with the CHRO, require the employee to leave the College for a period of time.

Such situations include, but are not limited to, suspected alcohol or drug abuse, instances of a communicable disease, or returning to work too soon after a medically related absence. These absences will be considered as sick leave. If no sick leave is available, the absence will be considered leave without pay.

If mandatory leave exceeds one (1) workday, the cabinet member and the CHRO must approve the leave. Leave beyond fifteen (15) workdays requires the approval of the President or designee.

Medical documentation may be required for return from Mandatory Leave.

#### Military Leave (also refer to Family Medical Leave related to Military Leave)

College employees (regular full-time and regular part-time) can take military leave and have opportunities to return to their jobs according to state and federal laws. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) supports those who have served in the military, Reserves, National Guard, or other uniformed services. The College aims to follow all relevant laws regarding military leave.

In Florida, employees who are in the National Guard or Reserves can take up to 240 hours of paid leave each year for training. If employees are called to active duty or choose to serve, they are entitled to take leave according to the law. The first 30 days of this leave will be paid. After 30 days, a full-time employee may utilize their accrued leave to maintain the base pay they earned before active duty.

Taking military leave will not affect an employee's rights to earn vacation or sick leave, receive health insurance, or keep any other benefits.

#### Domestic Violence Leave

If you've worked at the College for three (3) or more consecutive months, you can take up to three (3) days off in a 12-month period if you or someone in your family or household is experiencing domestic violence. Your accrued sick or vacation leave will be used during this time off, if you have any available. If you don't have any leave left, it will be considered leave without pay.

Here's how to request this leave:

1. Let the Title IX Coordinator know ahead of time unless you are in immediate danger.
2. Your information will be kept private, following Florida law.
3. You might need to provide proof of the domestic violence situation for your leave.



## Total Rewards

4. Fill out a Leave Request Form or an online leave request, indicating the dates and hours you need off and whether you'll be using sick leave, vacation leave, or unpaid leave.
5. Once the leave day(s) are taken a Leave Report Form must be submitted.
6. The Title IX Coordinator will notify your supervisor about your leave request and get the necessary approvals.
7. Please note that your Leave Request Form and any time sheets are also confidential and will remain so for one year after your leave ends.

For additional information regarding this leave please contact:

Angie Hawke  
Sr. HR Manager, Employee Relations/  
Title IX Coordinator/Compliance Officer  
[compliance@fsw.edu](mailto:compliance@fsw.edu)

### Personal Leave Without Pay (PLWOP)

Personal leave without pay may be granted to all regular employees. The daily rate of pay shall be deducted for each day's absence. The PLWOP must be approved by the Vice President/ Executive in charge of the area with agreement from the CHRO. Personal leave without pay cannot exceed up to and including fifteen (15) working days within a rolling year. PLWOP beyond

fifteen (15) working days requires approval by the President. When requesting PLWOP the employee must clearly state the purpose of the leave. Reasons for granting PLWOP are maternity, paternity, adoption, disability, health, military service, or extenuating and extraordinary personal reasons. Employees on PLWOP will not receive pay for holidays that occur during the leave period, nor accrue additional sick or vacation leave. Employees who are granted PLWOP and do not work a majority of the duty days in any given month will be responsible for the full cost to the College for all benefits including, but not limited to, health, dental, vision, and disability.

If PLWOP does not involve an emergency situation, it must be approved through a payroll leave request form at least one (1) week prior to the first PLWOP day taken. All accumulated sick, personal and vacation leave must be exhausted before PLWOP can be taken.

### Family Medical Leave Act [COP 05-0507 Family Medical Leave](#)

FSW State College complies with the Family and Medical Leave (FMLA) of 1993 and does not interfere with, restrain, or deny the exercise of any right provided under FMLA.

An eligible employee may be given up to twelve (12) weeks of unpaid leave, with the ability to return to the same or

an "equivalent" position, with no loss of accumulated service, and with no reduction in benefits for one (1) or more of the following reasons:

- For the birth and first year of care of a child. Leave must conclude within twelve (12) months of birth and may be taken by either parent.
- The adoption or foster placement by the state of Florida of a child in the employee's home. Leave must conclude within twelve (12) months of placement and may be taken by either parent.
- To care for the serious medical condition of an employee's spouse, child or parent.
- To take medical leave when the employee is unable to work because of a serious health condition.
- Care of service member.
- Military family leave.

An employee must use accumulated sick leave, and once exhausted will use accrued vacation leave to remain in a paid status during FMLA period.

### Service Awards [COP 05-0605 Length of Service Awards](#)

FSW recognizes and celebrates the dedication and commitment of our

employees. The Service Awards program is designed to honor employees who have achieved significant service milestones within our organization. Starting at five (5) years of continuous service and at subsequent five-year intervals (10, 15, 20 years, etc.), employees will receive a commemorative award as a token of appreciation for their loyalty and contributions. This program highlights our belief in the value of long-term dedication and our commitment to fostering a workplace where employees feel valued and recognized.

### **Nursing Mother's Rooms**

Florida SouthWestern State College supports the health and well-being of all employees and their infant children by providing a workplace environment that accommodates the needs of nursing mothers.

Florida SouthWestern State College has designated a private and sanitary location on each campus with a comfortable chair, table and electrical outlet.

Employees are responsible for keeping the room clean for the next user. If employees prefer, they may use their own private office, or another comfortable location agreed upon in consultation with their supervisor.

Designated lactation rooms are located at the following locations with phone extensions in parenthesis:

#### **Lee Campus: Building O, Room 221.**

Keys for the lactation rooms are held in the Office of Adaptive Services (16654), Human Resources (11293), with FSW's Compliance Officer (11051), and with Campus Police (11203).

#### **Charlotte Campus: Building F, Room**

**103.** Keys for the lactation room are held in the Office of Adaptive Services (55626), and with Campus Police (55608).

#### **Collier Campus: Building J, Room 211.**

Keys for the lactation room are held in the Office of Adaptive Services (33930), the Campus Director's Office (33953), and with Campus Police (33712).

**Hendry/Glades Center: Building A, Room 117C.** Keys for the lactation room are held at the front desk of Building A (66000).

The image shows the top portion of a presentation slide. It features a dark blue background with a subtle pattern. On the right side, there is a mascot character with a large black beard, wearing a purple graduation cap with a blue band and a purple gown. The letters 'FSW' are visible on the cap. In the center, the text 'FLORIDA SOUTHWESTERN STATE COLLEGE' is written in a white, serif font, with 'FLORIDA' and 'SOUTHWESTERN' on separate lines and 'STATE COLLEGE' below them.

# FLORIDA SOUTHWESTERN STATE COLLEGE

**93% of FSW graduates continue their education or are employed with they leave FSW**

**66% of FSW Students Graduate DEBT FREE**

**7 of FSW Program have 100% Job Placement Rates**

**5 Programs have 100% Licensure Pass Rates**





**AFFORDABILITY | EXCEPTIONAL ACADEMICS | EXCEPTIONAL CULTURAL EXPERIENCES**  
**SUPPORTIVE ENVIRONMENT | CAREER WORKFORCE PROGRAMS | ECONOMIC VITALITY**  
**TRANSFORMING LIVES**



**FLORIDA**  
**SOUTHWESTERN**  
 STATE COLLEGE

*Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Equity Officer: Angela Hawke; Room N-124; 8099 College Parkway SW, Fort Myers, FL 33919; (239) 489-9051; [equity@fsw.edu](mailto:equity@fsw.edu). FSW online anonymous reporting [www.fsw.edu/report](http://www.fsw.edu/report). Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 61 Forsyth St. SW Suite 19T70, Atlanta, GA 30303-8927.*