



A GUIDE TO YOUR WORKPLACE

Valencia College Employee Handbook



Valencia College is a premier learning College that transforms lives, strengthens community and inspires individuals to excellence.

VALENCIA COLLEGE

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Carla McKnight

Welcome Aboard!

A Message From Organizational Development and Human Resources

It is my pleasure to welcome you to Valencia College. We are honored that you've chosen to become a member of our premier learning institution, where our Puma pride fuels our commitment to excellence.

Valencia is regarded as an innovative leader in higher education. We pride ourselves on creating educational opportunities so that each member of our community may thrive. This is only possible with the support of our determined faculty and staff from across the College. Here, every employee is an integral piece of the puzzle and, together, we are able to assist our students and colleagues in realizing their greatest potential.

As you embark on your journey with us, I hope that you make time to reflect on the experiences you bring and how they can contribute to the Valencia College community. You are now part of a special community that values learning, growth and challenging our community members to realize they are capable of more than they may recognize.

This is what makes Valencia special.

You are what makes Valencia special.

All my best,

Carla McKnight
Vice President, Organizational Development and Human Resources

How To Use This Handbook

We know starting a new job can be overwhelming. There's so much to learn, so much to do and it can be difficult to get to know the ins and outs of an organization. But don't worry. We've got your back.

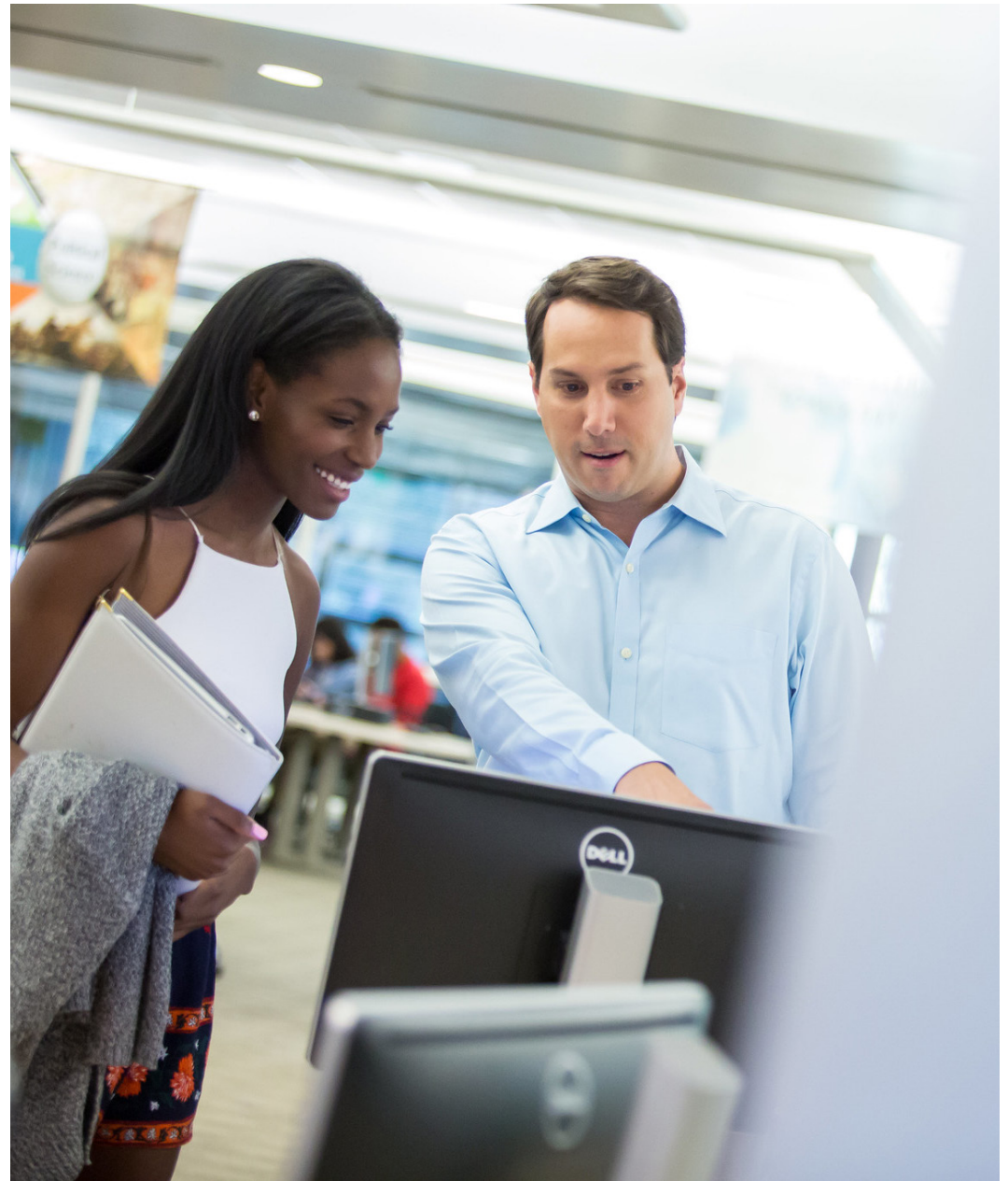
The Valencia College Employee Handbook will help you become familiar with Valencia's mission, vision and values, our policies and procedures, and our campuses and programs.

However, please keep in mind that as the College is continually re-evaluating programs and innovating, so changes are bound to happen. The information contained in this handbook is for informational purposes only, does not constitute a legal contract or promise of employment, is subject to change and does not supersede current Valencia College policies and procedures. Please consult the official policies and procedures website at <https://valenciacollege.edu/about/general-counsel/policy/>.

If you have questions, don't hesitate to ask your supervisor or reach out to a representative from Organizational Development and Human Resources (ODHR), by calling our helpline at (407) 582-HR4U (4748). We all know what it feels like to be new, so we're happy to help as you become acquainted with the College.

Employment Relationship

Valencia College is governed by the District Board of Trustees who are responsible for operating Valencia College in accordance with Rules of the State Board of Education, Florida Board of Education, Florida Statutes and other applicable laws. The Board is directed by statute to carry out its powers and duties through the employment of a College president and other necessary officers and employees of the College.



Get Familiar! – Know Your Valencia

Discover what it means to be a Valencia employee as you learn about our history, mission, vision, values and governance structure.

Valencia College's success is deeply rooted in our ability to connect employees to the College culture. Being a Valencia employee, you are now part of a professional community that is collaborative, innovative and driven by student learning.

In 2011, Valencia was awarded the first-ever Aspen Prize for Community College Excellence, an honor that recognized us as the best in the nation. Awarded every two years, the Aspen Prize is the nation's signature recognition of high achievement and performance among America's community colleges and recognizes institutions for exceptional student outcomes in four areas: student learning, certificate and degree completion, employment and earnings, and high levels of access and success for minority and low-income students.

In fact, Valencia plays a key role in educating the region. Almost twice as many of the graduating high school seniors in Orange and Osceola counties start their college careers at Valencia College than all the other Florida state universities combined.



History

*From humble beginnings come great things ...
and Valencia College is proof!*

In the fall of 1967, we began as Valencia Junior College in a few portable buildings on West Oakridge Road in Orlando. Although the facilities weren't lofty, our goals were. We wanted to help our students excel in their classes, their careers and their lives. Armed with a passion for teaching and a commitment to the students, our small group of educators began to teach the increasing number of students coming to the campus. In 1971, we changed our name to Valencia Community College and moved to our first permanent location, the 180-acre West

Campus located on South Kirkman Road.

From those humble beginnings, Valencia has become an innovative leader in higher education with a national reputation for teaching excellence. With eight campuses, multiple training facilities and more campuses on the way, Valencia is now one of the Florida's largest community colleges, teaching more than 75,000 students a year.

Even with all this growth, we never lost sight of our original goals, and Valencia faculty and staff continue to devote themselves to our learning-centered philosophy that emphasizes individual student success.

Vision, Mission & Values

Vision

Valencia College is a premier learning college that transforms lives, strengthens community and inspires individuals to excellence.

Mission

Valencia College provides opportunities for academic, technical and life-long learning in a collaborative culture dedicated to inquiry, results and excellence.

Values

- **Learning**, by committing to Valencia's core competencies — Think, Value, Communicate and Act — and the potential of each person to learn at the highest levels of achievement for personal and professional success.
- **People**, by creating a caring, inclusive and safe environment that inspires all people to achieve their goals, share their success and encourage others.
- **Diversity**, by fostering the understanding it builds in learning relations and appreciating the dimensions it adds to our quality of life.
- **Access**, by reaching out to our communities, inviting and supporting all learners and partners to achieve their goals.
- **Integrity**, by respecting the ideas of freedom, civic responsibility, academic honesty, personal ethics and the courage to act.



Be The One

Wave them over. Smile. Listen. Make eye contact. Inviting someone to participate brings perspective, and makes them feel engaged and supported. Be the one to show them they matter.

At Valencia, we strive to ensure all members of our community can learn in work in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, intimidation and/or

retaliation. It is vital that all employees conduct themselves in accordance with these expectations, so that everyone can feel included and welcomed in our collegial environment.

With this goal in mind, the College developed “Be the One” as a statement on how we will treat each other. Learn more: <https://valenciacollege.edu/about/equal-opportunity-title-ix/>.

Strategic Planning

At Valencia College, learning is at the foundation of everything we do. As an open-access college, we open our doors to everyone – and Valencia is a college where first-generation students, students from every economic background and students who’ve stumbled at other institutions can find a home.

Building on our previous successes, the strategic impact plan establishes ambitious goals for the next five years — goals that are designed to improve the educational and economic outlook for the Central Florida community.

Goal 1: College Access

Valencia College will work with community partners to ensure that, by 2030, 80% of Orange and Osceola County high school graduates of each race and ethnicity will attend a post-secondary institution — including vocational or technical school, college or university – in the year following high school graduation.

We recognize that providing economic mobility and stability for many in our service area is directly related to our decisions. We work with K-12 students to develop aspirations for higher education and a belief that they are “college material,” and we seek equity in outcomes related to access by how we organize our recruitment efforts and how we structure our admissions,

enrollment and financial aid processes. While access alone does not ensure that students will benefit from increased levels of educational attainment, it is a necessary first step.

Goal 2: Graduation

By 2030, the five-year graduation rates for degree-seeking students of each race and ethnicity will exceed 50%, so that more than half of all degree-seeking students of each race and ethnicity who enroll at Valencia College in the 2025-26 academic year will complete an associate degree from Valencia by summer of 2030.

We understand that providing access alone to our students does not fulfill our commitment to our community. We believe that setting ambitious goals for student graduation orients our institution toward strategies and tactics that support students in pursuit of their A.A. or A.S. degree, in alignment with our Big Idea that “Anyone can learn anything, under the right conditions.”

Goal 3: Transfer Success

By 2030, 65% of students of each race and ethnicity who earn an A.A. or A.S. degree from Valencia College and enroll in a baccalaureate degree program at the University of Central Florida or Valencia College will earn their bachelor’s degree within four years of starting a baccalaureate degree program.

Most students entering Valencia College aspire

to earn their four-degree after receiving their associate degree. We aspire to provide a strong educational foundation and a clear pathway and academic plan that allows students to successfully complete a four-year degree.

Goal 4: Career Credentials

By 2030, Valencia College students will earn 12,000 high-quality workforce credentials each year. These credentials will include A.S., B.A.S., and B.S. degree completions, accelerated skills training and postsecondary adult vocational certificate (PSAV) completions, and qualifying technical certificate completions. To factor in expected changes in demographics, we would expect at least 50% of these credentials to be awarded to Hispanic students and at least 25% to be awarded to Black students.

Valencia College provides pathways that help students transition directly and quickly into high-quality jobs. These offerings — from Accelerated Skills Training to more than 40 Associate in Science degrees — are developed in collaboration with our community partners, responding to both the economic development needs of Central Florida and our students’ interests and need for employment.

Learn more about Valencia College’s Strategic Impact plan at <https://valenciacollege.edu/about/strategic-plan/>.

Our Shared Governance and Collaborative Leadership

Our model includes:

District Board of Trustees

The Valencia College District Board of Trustees comprises no less than five and no more than nine citizens from Orange and Osceola counties, who are appointed by the governor of Florida. Meeting in regular sessions, these civic-minded individuals contribute their time and talent to guiding the development of Valencia College so that it remains responsive to the educational needs of its local community.

The trustees are legally vested with decision-making power in all matters of College policy, programs, building, budget and personnel. The members of the board are some of our most enthusiastic supporters of efforts to provide affordable educational opportunities that are meaningful to student aspirations and the needs of the local community. See <https://valenciacollege.edu/about/board-of-trustees/>

GOVERNANCE COUNCILS

Academic Programs Council

The Academic Programs Council coordinates and aligns plans for new program development and significant improvements to existing



programs, and evaluates programs to diminish or sunset to meet the goals of the Impact Plan, coordinating its work with that of the workforce deans team. In addition, the Academic Programs Council will monitor and update the strategic enrollment plan.

Faculty Council

The Faculty Council engages the faculty and leadership of the college in matters relating to advancing the quality of teaching and learning. The Council provides the official voice of the faculty in matters of college governance, faculty

rights, privileges, responsibilities, curriculum and pedagogy. The Faculty Council represents the Faculty Association (comprised of all full-time faculty). <https://valenciacollege.edu/association>

Learning Council

The Learning Council is responsible for leading the College’s work toward the achievement of the core mission — learning — and to coordinate strategies related to college-wide curricular initiatives and learning support systems to meet the goals of the Impact Plan.

Student Experience Council

The Student Experience Council coordinates and oversees plans to modify or supplement the support and opportunities for engagement we provide to students to meet the goals of the Impact Plan.

Council Coordination Team

The Council Coordination Team provides coordination, oversight, and support for the governance system and for individual strategic councils. The team will assess and assign new and

existing work for consideration by a particular strategic council, ensure that work is not being addressed by multiple strategic councils at once, and consider the timing of work plans so that there are not too many concurrent work plans in a specific area that may burden selected faculty, deans, and/or staff.

Learn more about our governance model at <http://valenciacollege.edu/governance/>.



Board of Trustees

Let's Go To Work – Operational Need to Knows

Contacts, locations and maps, oh my!

Here you will find practical information about your day-to-day life at Valencia, from how to get around campus to logging into your Atlas account.

Who To Contact

With such a large, distributed organization, it can be difficult to know who to contact in what situations. The organizational chart on the Organizational Development and Human Resources page provides an outline of Valencia College leaders, departments and divisions.

valenciacollege.edu/employees/human-resources/

You should also feel free to ask your supervisor who the appropriate contact is for your questions, or you can reach out to your Organizational Development and Human Resources colleagues at HR4U@valenciacollege.edu or call 407-582-HR4U (4748).

Campuses

• Downtown Campus

(Shared with the University of Central Florida)
500 W Livingston Street
Orlando, FL 32801
407-299-5000



• East Campus

701 North Econlockhatchee Trail
Orlando, FL 32825
407-299-5000

• Lake Nona Campus

12500 Narcoossee Road, Building 400
Orlando FL 32832
407-582-7100

• Osceola Campus

1800 Denn John Lane
Kissimmee, FL 34744
407-299-5000
407-994-4191 (Local: Osceola County)

• Poinciana Campus

3255 Pleasant Hill Road
Kissimmee, FL 34746
407-299-5000

• School of Public Safety

(formerly Criminal Justice Institute)
8600 Valencia College Lane
Orlando, FL 32825
407-582-8200

• West Campus

1800 South Kirkman Road
Orlando, FL 32811
407-299-5000

• Winter Park Campus

850 West Morse Blvd.
Winter Park, FL 32789
407-299-5000

Centers for Accelerated Training

• Accelerated Skills Training -

Advanced Manufacturing Training Center
1099 Cross Prairie Pkwy
Kissimmee, FL 34744
407-582-8277

• Accelerated Skills Training - Downtown Campus

400 Pittman Street
Orlando, FL 32801
407-582-6688

- **Accelerated Skills Training - Northwest Orlando**
3437 W.D. Judge Drive
Orlando, FL 32808
407-582-6688

- **Accelerated Skills Training - Osceola Campus**
1800 Denn John Lane
Kissimmee, FL 34744
407-582-6688

- **Accelerated Skills Training - Poinciana Campus**
3255 Pleasant Hill Road
Kissimmee, FL 34746
407-582-6688

Training Facilities

- **Fire Rescue Institute Training Facility**
2966 W Oak Ridge Road
Orlando, FL 32809
407-582-8156

You can also find information (including interactive maps) about each of our campuses by visiting <https://valenciacollege.edu/locations/>.

Employee Onboarding

We seek to promote employee engagement by ensuring new employees develop a deep understanding of their roles, departments and



campus(es), as well as the organization at large. This is achieved through a series of onboarding activities that introduce employees to College leadership, programs and strategic initiatives, as well as our innovative, learning-centered approach to our work.

You're also encouraged to play an active role in developing your own onboarding experience. Don't hesitate to connect with your supervisor about your ideas, whether you want to schedule additional meet-and-greets or tour additional locations.

Atlas

Atlas is Valencia College's online portal that connects employees and students to the resources they need to succeed. It is Valencia's

Intranet — a network that allows the College to securely house and share information about the organization. It is only accessible by current students, faculty and staff who have a username and password. Atlas can be accessed here: <https://atlas.valenciacollege.edu/>.

Email

All employees of Valencia College are assigned an email account and are responsible for checking it on a regular basis. Email is the primary means by which important information is communicated to employees.

If you experience any problems with your email accounts, please contact the Help Desk at 407-582-5555.

Florida Sunshine Law and Public Records

Under Florida's Sunshine Laws, Valencia College 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. Valencia receives several public records requests each year. 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 public records exemption form will ensure and enable accurate processing of your employee record.

The exemption form is located in ATLAS in the following location: Employee Tab > My Human Resources Channel > Update Your Information > Public Records Exemption Request.

ID Cards

All employees are required to have a Valencia ID access card. For faculty and staff, ID cards

provide entry into secure areas and buildings, and can be used to acquire library resources and ride the LYNX bus for free, anywhere the LYNX bus travels.

To obtain an ID card, visit your Campus Security Office or Card Services if you work at the Downtown Campus. Please notify your supervisor or the UCF Police Department for employees of the Downtown Campus immediately if your Valencia ID is lost or stolen.

Parking and Traffic

Policy: [6Hx28:10-07](#)

Parking and traffic regulations shall be established by the College and enforced on all campuses. At the Valencia College Downtown Campus, security, parking and transportation is managed by the University of Central Florida Police Department.

The College will assume no responsibility or liability for loss of contents, or damage, ticketing, towing or booting of any vehicle while operated or parked on property used for the purposes of Valencia College. Students, faculty and staff are required to observe all parking and traffic regulations as a condition of their attendance and employment at the College.

All vehicles operated by students and employees in connection with attendance or employment



at Valencia College MUST display a current parking permit. Parking permits give holders the privilege of parking on campus but do not guarantee the holder a parking space. A lack of space is not considered a valid excuse for violation of any parking regulation.

To obtain a parking permit, complete the parking permit form located in ATLAS in the following location: Employee Tab > My Human Resources Channel > Update Your Information > Parking Permit Application. Print and complete the form and take it to your Campus Security Office.

Key Control

Policy: [6Hx28:11-03](#)

Keys will be provided to authorized employees of the College through the campus Facilities Office or via the Card Services Office at the Downtown Campus. Faculty and staff members are authorized to receive keys to their offices as well as other specialized areas on campus upon request and approval.

A key may not be transferred to or used by anyone other than the person to whom the key has been issued. A lost key must be reported immediately in writing to the campus Facilities Office or the Card Services Office for those who work Downtown. All keys shall be returned to the supervisor when an employee leaves the College.



College Property

Policy: [6Hx28:5-11](#)

As a Valencia College employee, you are responsible for property within your supervision. All college equipment or property is assigned an asset or tag number and will be inventoried annually.

Further details can be found in the policy referenced above on the Valencia College Policies and Procedures website at <https://valenciacollege.edu/about/general-counsel/policy/>.

Flexible Work Arrangements for Non-instructional Employees

Policy: [6Hx28:3C-02](#)

To promote a work environment that will enhance Valencia College's ability to serve students and other key constituents, the Flexible Work Arrangements for Non-instructional Employees, formalizes flexible work opportunities and arrangements based on position and job characteristics. Non-instructional employees are responsible for discussing their work arrangements with their supervisor.

Cube Courtesy

It's always a good idea to be courteous and to be aware of (and sensitive to) the people around you, especially in an open-plan area where space is shared. The following are some guidelines regarding "Cube Courtesy."

Loud Sounds

Sounds carry much better than you think they do, and conversations occurring in cubicle areas can be heard by others nearby. Therefore:

- Please speak softly when on the phone
- Use headphones when listening to music
- Don't use the speakerphone option
- Use a conference room when you want to have a confidential or private conversation
- Take your cell phone when you leave your cube—ringtones may become very distracting.

Privacy

Because there are no doors to a cube, it is easy enough to enter someone's work space unannounced and uninvited. Please be considerate about not interrupting someone who is working in a cube or open office without checking to see if it is a good time for them to talk.

Equipment Use

Everyone uses office equipment such as copiers, computers and printers in the normal course of the day. Please exercise care when using the College's equipment, follow all operating instructions and never undertake a task without fully understanding the procedure and/or equipment involved. Taking proper care of equipment means it works well and lasts longer. Please notify the appropriate person in your office immediately if you notice that any equipment, machines, tools, etc. appear to be damaged, defective or in need of repair.

Multi-functional devices should always be set to black/white as the default for all print jobs. While you can always change to color for a job you need printed in color, the College incurs an extra expense for jobs that are not printed using the black/white default option. This also saves on color printing cartridges.

Employees may print, copy and scan from any Valencia-issued desktop computers, laptops and tablets to any Valencia multi-functional devices by



scanning their Valencia College ID or using their Atlas username and password on the device.

Work Attire

Though business casual attire (regardless of work location) is the standard at Valencia College, you are expected to wear clothes appropriate or required (e.g. a uniform) for your position and the type of work to be performed, and/or based on customer contact needs. More standard business attire may be necessary for meetings with outside

clients or if frequent client contact is the standard for your position.

Fridays are typically considered casual days, though ripped jeans, cutoffs, flip-flops, sleeveless shirts for men, camisoles and other clothing that might be considered weekend wear or revealing are not appropriate.

Be sure to check with your supervisor for information about work attire within your specific department and team.

Question Everything — We Thrive on Continuous Improvement

We rely on you.

In an effort to actively encourage employees to closely examine how we conduct business, Valencia College depends on your creativity, knowledge and energy to:

- Reduce expenses
- Increase revenues
- Increase efficiency
- Increase sustainability
- Improve customer service

You are strongly encouraged to question how things are done and recommend suggestions for improvement by bringing up ideas to your supervisor.

Be in the Know - College Communications

Internal Communications

Valencia College values its employees. Thus, we strive to keep employees informed about College programs, initiatives, events, and policies and procedures that inform the work.

Employee Newsletters

To ensure you receive the content you need to succeed, the Organizational Communication team sends email newsletters with the most news and updates to specific audiences.

The Juice is a weekly email newsletter for all employees. Usually delivered every Tuesday, The Juice includes important collegewide updates, employee highlights and development opportunities.

The Supervisor Segment is a monthly email newsletter, which is usually delivered on the second Thursday of each month. The Supervisor Segment includes updates on important human resources topics, policies and procedures and management tips.



The Faculty Insight is our monthly email newsletter delivered to all Valencia College faculty, deans and administrators. Delivered on the last Thursday of each month, the Faculty Insight includes updates from the Faculty Association president, teaching and learning content, best practices and faculty recognition.

From benefits information to College closures, these newsletters contain the information you need to succeed and stay in the know.

Brand Standards

It's bigger than a logo.

A brand is the established set of perceptions in the consumer's mind that represents an organization or product. This includes the services it offers, its vision and mission, and its people.

Another key element of the brand is the visual identity — the elements we see to help communicate who we are. From logos and color pallets to typefaces, image use and mascot guidelines, these are tangible ways we communicate Valencia College.

We want to make it easy for you to find and understand how to effectively use the visual components of logos, photos, templates and other downloadable assets to make your job easier. Everything can be found at valenciacollege.edu/brand, which will also guide you on locations to order stationery, business cards, etc. Should you need any help with downloads or have questions about what to use or how to use it, feel free to contact the Marketing Department at msc@valenciacollege.edu or 407-582-1017.

Office of Information Technology (OIT)

We get by with a little help from our friends.

Having technical issues? Contact the OIT Help Desk. The Office of Information Technology Help Desk is responsible for accurate and timely technology support and problem resolution for Valencia employees. The office is also responsible for resolving complex and everyday service requests relating to PCs, web services, network services, enterprise application services and hardware and software problems and malfunctions. They interact and consult with members of the College community to manage satisfaction, providing guidance, assistance and follow-up on client inquiries.

For additional technology information, visit www.valenciacollege.edu/oit or for questions or assistance with your technology needs, contact oithelpdesk@valenciacollege.edu or 407-582-5555.

For technology support at the Downtown Campus, call the UCF Service Desk at 407-823-5117.

Libraries

The libraries of Valencia College provide a variety of learning-centered resources, services and facilities to support a diverse community; to



encourage student success, academic achievement and lifelong learning; and to enhance teaching excellence. Employees may use the library for research, personal enrichment or leisure reading.

Campus libraries can be found in the following locations:

- East Campus – Building 4
- West Campus – Building 6
- Osceola Campus – Building 2, Room 104
- Poinciana Campus – Building 1, Room 331
- Winter Park Campus – Room 140
- Lake Nona Campus – Room 330
- Downtown Campus – Dr. Phillips Academic Commons

The library is for everyone. You can check out books, videos, CDs and DVDs, or use computers for research, email and printing. Wi-Fi is also available for web access on your personal device. Best of all, you can utilize many of the resources from off campus, including e-books, databases and streaming video. Employees will need their Valencia ID to check out materials. Library resources can be found in Atlas. Simply log in to Atlas, select the “Employees” tab and look for the “Libraries” box. You can also chat, email or text library staff by using the Ask-A-Librarian service after hours. Find the resources you need by visiting <https://valenciacollege.edu/library> for a full listing of library resources and support.

It's All About You – Professional and Personal Development

Here you will find a quick guide to the many opportunities Valencia offers to enhance your personal and professional development.

Valencia EDGE (Employee Development, Growth and Engagement)

The Valencia EDGE (EDGE) is designed to encourage employee development, growth and engagement by providing relevant, timely and results-oriented training. The EDGE is also a way to recognize your peers through recognition badges, search for jobs and complete the Check-In, which is Valencia College's performance review process.

You can find the Valencia EDGE portal by visiting Atlas and clicking on the Employees tab.

Employee Development

The EDGE offers both classroom training and online learning — giving you variety, quality and, best of all, choice.



Our comprehensive offerings include on-demand training through LinkedIn Learning and instructor-led training and development programs. Access the EDGE for information on these opportunities.

Faculty and Instructional Development

Valencia's comprehensive, competency-based Faculty Development Program offers a variety of opportunities, from face-to-face seminars to online and hybrid courses, through the EDGE. Courses are uniquely designed and facilitated by Valencia experts — your colleagues.

Faculty Development seeks to support all faculty members as they expand their professional practices and examine their ongoing development in the seven Essential Competencies of a Valencia Educator. The intention of the Faculty Development Program is to engage teachers, scholars and practitioners in continuous improvement processes that result in student learning.

The courses for Faculty Development span from topics such as action research to service learning, and they are available to both full-time and part-time faculty members.

For information on faculty development opportunities, visit valenciacollege.edu/faculty/development/.

The Check-In: Valencia's Performance Review Process

Valencia's performance review process for staff, referred to as the Check-In, is designed to foster ongoing conversations among supervisors and employees in which expectations are clearly communicated, goals and plans are established and conversations about performance occur on a regular basis. This process is the method for performance evaluation for all non-instructional, full-time employees at the College. Reference [College Policy 6Hx28: 3E-01 Full-Time Employee Performance Evaluations](#) for details.

The online Check-In tool is designed to document goals and tasks throughout the development process. It provides an official record of conversations, competency assessments, comments, goals and tasks.

For more information about the Check-In process and for tools to assist in preparing for performance evaluations, visit the My Performance section in the Valencia EDGE. There, you can find resources designed to help you make the most of Valencia's Check-In process. Also, stay tuned to employee

communication newsletters for other important updates on the Check-In process.

Annual Faculty Evaluation Process

Available via the Valencia EDGE, this process offers a reflective approach that supports faculty and deans in preparing for and documenting annual conversations on their performance of faculty duties, competency-based goal accomplishments and reviewing other key metrics vital in the evaluation of the instructional employee's practice.

Employee Development Funds

To promote professional development, full-time employees who have been employed at Valencia College for a minimum of six continuous months are eligible for tuition up to 30 credit hours per fiscal year at Valencia College if seeking a degree or a technical certificate, and up to \$1,400 per fiscal year for eligible professional development, such as conferences, workshops, seminars, professional membership fees and webinars; tuition reimbursement from another United States regionally accredited higher education institution; or a combination of professional development and Valencia College non-degree seeking courses.

Please refer to [College Policy 6Hx28:3C-07 Employee, Dependent, and Program](#)

[Development Funds](#) for full details on this employee benefit, or visit the [Employee Development Funds](#) page.

Awards and Recognition Programs

Sabbatical Leave

The purpose of sabbatical leave is to provide professional renewal for eligible faculty. A sabbatical leave should provide participants with a significant opportunity for new or renewed achievement and growth through activities such as study, research, writing, creative work and travel, so that their teaching and/or professional effectiveness may be enhanced. As part of the Valencia's Total Rewards, sabbatical leave is available for tenured faculty to apply for after completing five years of continuous qualifying service, and they must complete seven years of service to the College before a sabbatical leave may begin.

Please refer to [College Policy 6Hx28: 3D-12 Total Rewards: Sabbatical Leave for Full Time Tenured Faculty](#) for more information on the eligibility criteria, application process, sabbatical leave review procedure, general criteria for award and sabbatical leave award expectations.

Education and Professional Development Leave

To provide an educational and professional opportunity for staff members to enhance

their individual and professional effectiveness, eligible full-time staff and administrators may take advantage of Education and Professional Development leave. The types of activities that may warrant this leave include experiences such as job shadowing in an applicant's respective industry or gaining clinical experience for a graduate program.

For complete details, read [College Policy 6Hx28: 3D-11: Education and Professional Development Leave for Full-time Staff and Administrators](#).



The League Excellence Awards

The League Excellence Awards (formerly the John & Suanne Roueche Excellence Awards), created by the League for Innovations, is open to League Alliance member institutions to celebrate outstanding contributions and leadership by community college faculty and staff.

Innovation of the Year Awards

This award is designed to recognize faculty, staff and administrators who have created and implemented innovative programs, practices, partnerships, policies and activities that improve Valencia's ability to serve students and the community.

Faculty Association Awards for Excellence in Teaching, Counseling and Librarianship (FAAETCL)

The purpose of the Faculty Association Awards for Excellence in Teaching, Counseling and Librarianship is to recognize five faculty members who have demonstrated effective and innovative teaching methods and a continuing commitment to student success through student engagement both inside and outside the classroom.

Endowed Chairs

Awarded by The Valencia College Foundation, the Endowed Chairs

for Learning Leadership program has been established to recognize and promote academic excellence at Valencia College. The program honors outstanding full-time members of the teaching faculty and provides resources needed for advancement of instruction at Valencia College.

Career Anniversary

Careers at Valencia are about so much more than years served. Career anniversaries are about the individual employee – the unique attributes, special connections and the many ways each employee contributes to student success. Our Career Anniversary Program recognizes the anniversary milestones of all employees, including part-time faculty and part-time staff members.

Valencia EDGE Recognition and Appreciation Tools

Appreciation — the recognition of good qualities of someone or something — is essential to the culture of Valencia College. We understand the importance of fostering an appreciative culture, so employee badges were created, available through the Valencia EDGE, to recognize colleagues' exceptional work.

Visit the Recognition channel in Valencia EDGE for information on employee badges and other recognition programs.

Get Involved – Groups and Associations

Looking for a way to get involved at Valencia? If so, there are a number of associations to help you do just that!

Valencia Collegewide Faculty Association

The Valencia Collegewide Faculty Association represents Valencia faculty through six campus assemblies: East, Lake Nona, Osceola, Poinciana, West, and Winter Park. Representatives from the campuses meet as the Faculty Council and function as a governing council of the College on issues concerning faculty.

For more information, visit <https://valenciacollege.edu/about/governance/faculty-council/index.php>

Valencia Staff Association

The Valencia Staff Association (VSA) serves as a voice for positive change and innovation through an expressed focus on inclusivity, growth and development, engaging staff and the community, staff appreciation and the reciprocal exchange of information.

For more information about the VSA, visit <http://valenciacollege.edu/valencia-staff-association/>

Valencia African Heritage Association

The Valencia African Heritage Association fosters inclusion of cultural and educational awareness of the Africa-diaspora at Valencia College. The association looks to build inclusivity of the social and political interests and concerns of faculty, staff and students of African-diaspora collegewide and in the community. Faculty, staff and administration of all backgrounds and experiences are welcome.

For more information, visit https://libguides.valenciacollege.edu/vaha_blackhistory



Cha Ching — Payroll

Money, money, money!

Learn about filling out timesheets, when to take breaks and all sorts of other things that affect your bank account.

Payroll Laws

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) established a national minimum wage, overtime pay for non-exempt jobs, recordkeeping and youth employment standards.

Compensation and Hours of Work for Employees of the College

[Policy: 6Hx28:3C-01](#)

Classification

Employees at the College are classified as either non-instructional or instructional employees. Non-instructional employees may include executive management, administrative employees and staff, while instructional employees may include faculty, librarians and counselors.

Employees are also classified as either exempt or non-exempt, which determines whether they



are eligible for overtime pay as guaranteed by the Fair Labor Standards Act (FLSA). Exempt employees are paid a salary for performing job duties, regardless of hours worked. Exempt employees are not eligible for overtime pay and are not required to complete Web Time Entry. Non-exempt employees are paid for all hours worked and are paid overtime at time-and-a-half the regular rate of pay for all hours worked over 40 hours a workweek. Non-exempt employees are also required to complete Web Time Entry for all hours worked.

A workday shall constitute eight hours and a workweek shall constitute 40 hours for full-time, non-exempt (hourly) staff members unless otherwise approved by the president or a designee. All full-time classroom professors will be on duty for at least 35 hours per week for teaching/classroom hours, office hours and service to the College. All other full-time instructional and staff employees need to be on duty for at least 40 hours per week. The College workweek shall begin at 12:01 a.m. Sunday and run for seven consecutive days (168 hours).

Non-exempt staff employees are required to record and verify the hours they work in a manner prescribed by the College. Non-exempt staff may not begin work more than seven and one-half (7 ½) minutes before scheduled working hours or depart later than seven and one-half (7 ½) minutes after scheduled working hours without permission of their supervisor. The time that non-exempt staff employees start, stop or interrupt work (i.e., lunch time when they are relieved from duty) will be recorded. Authorized 15-minute rest breaks do not need to be recorded.

While it is expected that non-exempt, full-time employees work a 40-hour workweek, there may be occasions that require non-exempt employees to work overtime. Overtime must be approved in advance by the appropriate vice president, provost or a designee. Employees who are assigned to positions that are defined as non-exempt under the Fair Labor Standards Act will receive overtime compensation at the rate of one and one-half times the regular hourly rate of pay for each productive hour worked in excess of 40 hours during the workweek. For the purpose of overtime compensation, holidays, paid non-duty days, sick leave, vacation leave, other approved leave with pay, or unpaid leave will not be treated as productive hours worked.



Further information, including details regarding lunch, rest breaks and payroll deductions, can be found by viewing the full policy, [Policy: 6Hx28:3C-01](#), at <https://valenciacollege.edu/about/general-counsel/>. You can also contact Payroll Services at 407-582-8160.

Attendance and Punctuality

[Policy: 6Hx28:3C-01](#)

[Policy: 6Hx28:3F-05.2](#)

Departments are responsible for establishing specific hours of work and may adjust schedules as deemed necessary based upon operational needs. While the College has established processes for recording hours worked for non-exempt

employees, individual departments may have additional expectations for communication and tracking of hours worked. (Note: Exempt employees, at times, may perform work outside of normal work hours established by departments based upon operational needs and beyond 40 hours in a workweek. In these cases, supervisors are encouraged, but not required, to use flexible work schedules.) You are expected to be on time and present for your entire regularly scheduled workday. If you anticipate being late to or absent from work, you are responsible for contacting your supervisor or following call-in procedures in accordance with your area.

Any employee who is absent from work for three consecutive workdays without supervisor approval shall be considered to have abandoned the position and to have resigned from the College unless the College determines in its sole discretion the existence of extenuating circumstances or medical emergency.

Pay Day and Paychecks

All Valencia employees are paid bi-weekly via direct deposit on Friday in most cases. To view payroll schedules, make changes to your W-4 or for other payroll-related information, go to the Employees tab and select Payroll Information in the My Human Resources channel in Atlas.

Wow, That's Included? – Total Rewards and Benefits

Living the good life.

Valencia offers extensive benefits that include health insurance, life insurance, generous time off, workshops for financial and retirement planning, tuition reimbursement, professional development, wellness programs and more.

Full-time employees are eligible for benefits on the first day of the month following employment or when their status changes to full time.

Insurance

Medical, Dental and Vision Insurance

Medical, dental insurance and vision plans are available for all full-time employees. The College pays 100% of the premium costs for employee coverage of at least one medical plan, along with a dental plan. Dependent coverage is also available for health, dental and vision insurance plans through an additional premium deduction.

Life Insurance

A \$25,000 term life insurance policy is provided for all full-time faculty and staff. The College pays 100% of the premium costs for this coverage. A supplemental life insurance program is available at group rates for an additional cost to you. Evidence of insurability must be provided to purchase coverage at three to five times your salary or if supplemental coverage is elected after the initial eligibility period.

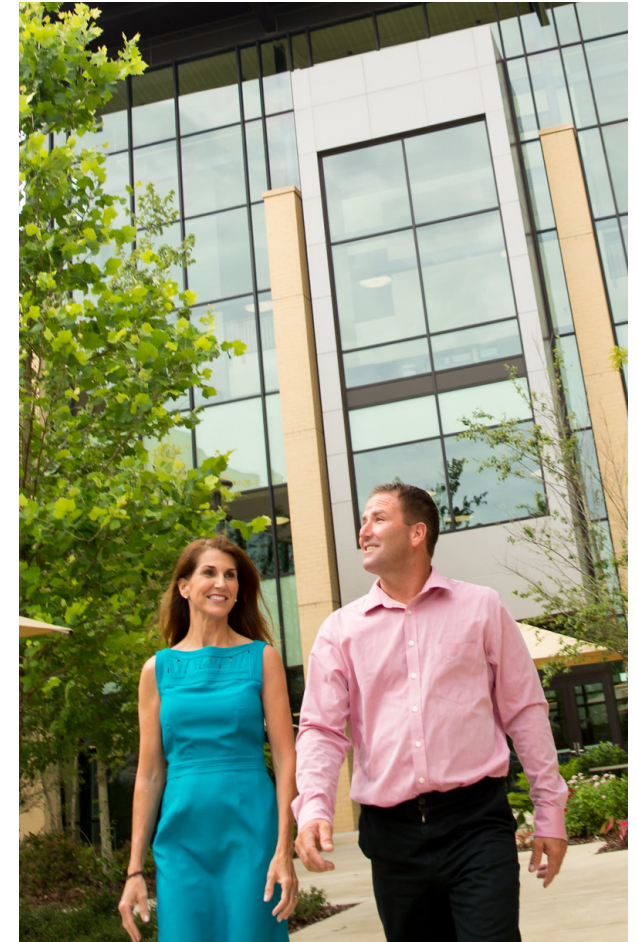
Flexible Benefits Plan

In addition to medical and dental insurance, the College offers many other flexible benefits options: vision insurance, flexible spending accounts for medical and dependent care expenses, supplemental group term life insurance for dependents, short-term disability, long-term disability, and supplemental cancer and intensive care insurance. You can also enroll in auto, homeowners and rental insurance at group rates.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Valencia College provides you an opportunity to continue group health insurance at your own expense upon the occurrence of certain qualifying events, such as job loss, death or divorce, for a limited time.

For more information about insurance



benefits, contact the Organizational Development and Human Resources team at HR4U@valenciacollege.edu or call 407-582-HR4U (4748).

Retirement Plans

There's more than just a gold watch in your future!

Retirement Programs

[Policy: 6Hx28:3C-11](#)

Newly hired full-time employees in regularly established positions are automatically enrolled in the Florida Retirement System (FRS) unless currently enrolled in the State and County Officers' and Employees' Retirement System, Teachers' Retirement System or another program as otherwise permitted by applicable laws or rules. Eligible employees have until the last business day of the eighth month after their month of hire to submit their enrollment choice of either the FRS Pension Plan or FRS Investment Plan. If they do not submit their choice by the deadline, their enrollment will default into the FRS Investment Plan. Full-time instructional and administrative employees may also decide to enroll in the optional retirement program in lieu of FRS membership. Learn more about this option on the [Total Rewards Summary](#). Both employer and employee retirement contributions are mandatory and will be made in accordance with applicable law. Part-time and temporary instructional employees; temporary, full-time employees filling a position



for six months or less; and part-time, hourly employees who have not completed 2,080 hours of employment and are not enrolled in the FRS will automatically be enrolled in the Alternative Plan to Social Security, a defined contribution retirement plan as an alternative to Social Security, at the time of hire and in lieu of participating in and contributing to social security. Part-time, hourly employees who complete 2,080 hours of employment will be automatically enrolled in the FRS and contributions to Social Security will be made in accordance with applicable law. Further information can be found by viewing the full policy referenced above at <http://valenciacollege.edu/generalcounsel/policy/>.

Additional Retirement Savings Opportunities

Valencia College has partnered with Corebridge Financial (Formerly AIG) to administer and provide the best benefit programs for employees. Through our partnership with Corebridge Financial, employees have access to a variety of services to help plan, save and invest for retirement. Build your retirement portfolio by investing in the 457(b) or 403(b) voluntary plans. Plans offer immediate vesting and are portable, which means they can be rolled into investment options. You can choose pre-tax and/or post-tax contributions.

Wellness

It's about mind, body and spirit — a holistic approach that encompasses Valencia's support of you and your families through education, fitness and nutrition and emotional support.

Valencia Partnership with YMCA of Central Florida

Valencia has a partnership with the YMCA of Central Florida that offers full-time employees and their families the following benefits:

- Valencia will subsidize a percentage of the cost of an individual or family memberships, including existing memberships that are converted to payroll deduction, during

designated membership drives.

- You can also apply for YMCA scholarships to help with the cost of the membership fee. Eligibility depends on various factors and is administered through the YMCA Financial Assistance Program.
- The YMCA will waive the join fee, which can constitute savings of between \$100 and \$150 for each membership.
- Valencia will authorize payroll deduction for your portion of membership cost.

Real Appeal

As part of your health plan benefits, Valencia College employees can enroll in a digital weight loss and healthy lifestyle program call Real Appeal. Customized around your specific needs and goals, Real Appeal offers a variety of resources that will spark motivation, helping you to live a healthier life that leads to lasting transformation.

For more information visit enroll.realappeal.com or conduct the helpline at HR4U@valenciacollege.edu or 407-582-HR4U (4748).

Employee Assistance Program

The Employee Assistance Program (EAP) offers assistance to help you and your family resolve and balance work/life needs. This includes, but is not limited to, marital issues, family issues, financial issues, chemical dependency, stress issues and depression. A financial program, legal



assistance and ID theft/fraud resolution program are also a part of the EAP. Contact ODHR at HR4U@valenciacollege.edu or 407-582-HR4U (4748) for more information.

Dependent Tuition

Full-time employees who have been employed at the College in a full-time position for a minimum of six continuous months may have their eligible dependent register for up to a maximum of 30 credit hours per fiscal year toward credit and non-credit courses at Valencia College.

- An eligible dependent is a non-Valencia College employee or a part-time Valencia College employee who is a spouse, domestic partner or child of a Valencia College employee.

To take advantage of this benefit, see [College](#)

[Policy 6Hx28: 3C-07 Employee, Dependent and Program Development Funds](#) for more information and submit the Request for Valencia College Course Tuition form, which is available in Atlas. Contact HR4U at HR4U@valenciacollege.edu or 407-582-HR4U (4748) for more information.

Lactation Spaces

Lactation spaces have been established on each campus for employees to utilize to express breast milk. Rooms are equipped with secured access, chairs, tables and refrigerators. All employees of the College are entitled to use the Lactation Spaces. Please contact ODHR at HR4U@valenciacollege.edu or 407-582-HR4U (4748) for more information and to obtain secured access to the lactation spaces.

See Ya Later, Alligator - Taking Leave

One of the perks of working at Valencia College is enjoying time off to rejuvenate through vacation, holidays and other forms of leave.

Certificate of Absence

Full-time employees must submit a Certificate of Absence (COA) through the Request and Manage My Leave System. Requested leave must be approved by a supervisor prior to the effective day of leave, with the exception of sick leave. We understand that illness and emergencies happen without warning, however it is preferable that you notify your supervisor before the opening of the workday.

To submit a COA, select “Time, Leave & Personnel Action Processing” in the My Human Resources channel on the Employee tab in Atlas. In the dropdown menu, select Request and Manage my Leave. Choose “Submit New COA” and follow the directions.



Paid Time Off

All part-time faculty teaching academic credit programs receive one-half hour of paid time off for each contract hour scheduled to be taught. Time off is designated at the start of each scheduled, contracted term and is non-cumulative, non-compensable and non-transferable. This time off is applicable for emergencies such as accidents or illnesses. Refer to [College Policy 6Hx28: 3D-14](#) for more information.

Types of Leave

There are several different types of leave to accommodate time needed away from work.

These types of leave include, but are not limited to, sick, personal, vacation, family/medical leave and parenting leave.

For a comprehensive list of the types of leave available and information pertaining to eligibility and policy, visit <http://valenciacollege.edu/generalcounsel/policy/> and under Volume 3, you will be able to view detailed policies about each type of leave. Additional information specific to the Family and Medical Leave Act can be found here: <https://valenciacollege.edu/employees/human-resources/workplace-posters.php> on the Labor Law and Employment Notices webpage.

Need to Know — Policies and Procedures

As a Valencia College employee, you are responsible for becoming familiar with key College policies and procedures. Below, you will find information about these policies and procedures, as well as policy numbers to help you locate additional information.

Policies can be viewed on the general counsel's policies and procedures home page: <https://valenciacollege.edu/about/general-counsel/>.

Acceptable Use of Information Technology Resources

Policy: [6Hx28:7A-02](#)

Computers, networks and electronic information systems are essential resources for accomplishing Valencia's mission of teaching and learning. Valencia grants members of the College community shared access to these resources, which imposes certain responsibilities and obligations and is granted subject to College policies and procedures as well as to local, state and federal laws.

Acceptable use always is ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property,



ownership of data, system security mechanisms and individuals' rights to privacy and to freedom from intimidation and harassment.

Please view the acceptable use of information technology resources policy referenced above for more information.

Equal Opportunity and Title IX

Policy: [6Hx28:2-01](#)

Valencia College strives to be a community in which all members can learn and work in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, intimidation and/or retaliation. All forms of discrimination and harassment based on protected

status are prohibited at Valencia College. As such, students, faculty and staff are expected to adhere to the College's [Policy: 6Hx28:2-01](#), which prohibits the above actions as well as sexual assault, sexual exploitation, stalking and interpersonal violence.

All members of the College community are responsible for conducting themselves in accordance with these expectations and other College policies and procedures. Allegations of Title IX Sexual Misconduct should be reported to a Title IX coordinator or deputy Title IX coordinators. The College takes these matters seriously and will respond with appropriate action. Valencia College is an equal opportunity institution. We provide equal opportunity for

employment and educational services to all individuals as it relates to admission to the College or to programs, any aid, benefit or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state and local civil rights laws, rules and regulations.

To report an allegation of discrimination or Harassment, including Title IX Sexual Misconduct, all employees and students are encouraged to contact:

Trisha Charles

Director, Equal Opportunity
Deputy Title IX Coordinator
407-582-3867

tcharles13@valenciacollege.edu

Ryan Kane

Assistant Vice President, Human Resources
Title IX Coordinator
407-582-3421

rkane8@valenciacollege.edu

For more information about the College's response to reports of discrimination or harassment, please visit:

<https://valenciacollege.edu/employees/human-resources/equal-access-equal-opportunity.php>

Employment Classification Status Categories

FERPA

Policy: [6Hx28:7B-02](#)

As a College employee, it's important for you to understand FERPA, the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to College students. Section 1002.22, Florida Statute, substantially enacts provisions of FERPA as a matter of state law, with minor variations.

Valencia Policy [6Hx28:7B-02](#) contains policy and procedures related to implementation of these laws:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of their records
- The right to file a complaint with the FERPA Office in Washington

Ethical Conduct and Performance

Policy: [6Hx28:3E-05.2](#)

Valencia College expects all College employees, when acting on behalf of the College, to

maintain and exhibit the highest standards of professional and ethical conduct. Employees in the Valencia College community are expected to treat one another, our students and members of the public with integrity, professionalism and civility. You are expected to comply with the applicable laws and regulations expected of all citizens and, specifically as Valencia employees, to meet the ethical standards set forth in Section 112.313, F.S., the Code of Ethics for Public Employees and related College policies.

State of Florida Code of Ethics for Public Employees

Under the provisions of Section 112.312, Florida Statutes, College employees are subject to certain provisions of the Code of Ethics for Public Officers and Employees. All College employees shall comply with the applicable provisions of the Code, including, but not limited to, the following:

1. Solicitation and acceptance of gifts
2. Doing business with the College
3. Unauthorized compensation
4. Misuse of public position
5. Conflicting employment or contractual relationship
6. Disclosure or use of certain information
7. Employees holding office

Construction

1. In accordance with the provisions of Section 112.316, Florida Statutes, it is not the intent of the Code of Ethics for Public Officers and Employees or of the District Board of Trustees,

nor shall this policy be construed to prevent any employee of the College from accepting other employment or following any pursuit which does not interfere with the full a faithful discharge by such employee of his/her duties to the College. See also [Policy 6Hx28:3E-05.3](#), Extra College Employment and Activities.

2. Prohibitions against doing business with the college shall be construed to prohibit College employees, acting in a private capacity, from engaging in the sale of instructional materials to students except as a regular part of the operation of the college such as sales through the college bookstore.

Penalties

Violation of any provision of this policy shall subject the person to civil penalties provided in Section 112.317, Florida Statutes, which include, but are not limited to, dismissal from employment as well as subject the violator to the criminal penalties provided in Section 112.3173, Florida Statutes.

Employment Relationships

Individuals may be considered for a position at the College provided there is no reporting responsibility to each other (directly or indirectly) or through any line of authority between relatives, domestic partners, those in a dating relationship or members of the same household.



It is considered to be an unacceptable reporting relationship when an employee works under the immediate supervision of a relative, domestic partner, those in a dating relationship or members of the same household or in any position for which such individual could participate in the decision to employ, promote, recommend or approve salary adjustments or terminate employment of that employee. The College will not allow relatives, domestic partners, those in a dating relationship or members of the same household to be placed or promoted into supervisor/manager reporting relationships.

In the case where two employees marry, continuing employment is available for both spouses provided that there is no direct reporting relationship or decision-making influence on conditions of employment. If such relationships exist, the employees must disclose the relationship immediately and the employees must be separated (physically or organizationally), so that one does not have any direct or indirect responsibility, authority or control, real or perceived, over the other. Any and all steps taken to eliminate any real or potential authority or control one employee has over the other must be set forth in writing by the

applicable senior administrator and filed in the employees' personnel files.

The College considers romantic or sexual relationships between faculty (including instructional support staff) and their students or likewise between supervisors and their supervised employees/student employees, to be a basic violation of professional ethics and responsibility when one party has any professional responsibility for the other's academic or employment performance or professional future, due to the asymmetry of these relationships.

For a more detailed description on the above provisions, please reference Valencia [Policy 6Hx28:3E-05.2](#).

Disciplinary Actions

[Policy: 6Hx28:3E-08](#)

Valencia College is committed to providing all employees a fair, clear and useful tool for addressing performance problems and a process for rectifying instances of unacceptable performance and/or personal conduct. Disciplinary actions are usually corrective and progressive in nature; however, in determining the proper level of disciplinary action, the supervisor may repeat, modify or omit a level of disciplinary action based upon the facts and



severity of the specific case to include prior disciplinary action for similar circumstances. It is your responsibility to address and improve these concerns on which a corrective or disciplinary action is based.

To ensure impartial processing of corrective actions and disciplinary actions, and in accordance with specific position regulations, supervisors must consult with the Office of Employee Relations/Organizational Development and Human Resources prior to the

implementation of formal disciplinary action. Any formal discipline issued to an employee must be approved by Employee Relations.

Dismissal Processes – Disciplinary Action Policy and Suspension, Dismissal, Return to Annual Contract or Non-Renewal of Contracts Policies

Dismissal occurs when there is a serious violation of a policy or policies, and/or there are repeated offenses that other disciplinary actions have failed to rectify. Before an employee is dismissed from employment, the employee's supervisor must consult with a representative of Organizational Development and Human Resources to discuss the circumstances and evaluate any relevant documentation. Some types of offenses are outlined in [Policy 6Hx28:3E-08](#).

Suspension, Dismissal, Return to Annual Contract or Non-Renewal of Contracts

Any employee on annual contract may be dismissed at any time in accordance with policies and procedures adopted by the College. Any instructional employee on a continuing contract may be dismissed at any time in accordance with and pursuant to applicable rules of the State Board of Education and procedures adopted by the College in order to implement this policy. See [College Policy 6Hx28: 3E-03](#) for additional information.

Employee Dispute Resolution — Grievance Process

Policy: [6Hx28:3E-09](#)

If informal attempts to resolve a conflict are not successful or are not appropriate given the nature of the issue, one option in the formal dispute resolution process is the Grievance process. The Employee Dispute Resolution Grievance process provides an opportunity for eligible employees to register a complaint concerning a failure to observe, or a misinterpretation or misapplication of established College policies and/or procedures which has or is likely to have an impact on the ability of an employee to undertake their duties or similar impact on their career; termination of an employment contract prior to the contract expiration date; a formal challenge to a decision to dismiss employment/contract termination or a decision to return to annual contract by a faculty member on a continuing contract; arbitrary and capricious treatment arising from a failure to observe established College policies or procedures, violations of academic freedom, or placement of an employee on administrative leave of absence without pay as described in policy.

More information can be found in the employee dispute resolution policy referenced above.

Smoke-Free, Drug-Free Campuses and Workplace

Policy: [6Hx28:10-08](#)

Valencia College is proud to be a smoke-free and drug-free workplace and campus in an effort to provide a safe and healthy environment for its students, employees and visitors.

As a smoke-free campus, smoking is prohibited on all property and facilities owned, leased or operated by Valencia College. This includes all buildings, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, exterior open spaces and personal vehicles in these areas. Littering the grounds with the remains of tobacco products or any other disposable product is prohibited.

In compliance with the provisions of the Federal Drug-Free Workplace Act of 1988 and Federal Drug-Free Schools and Communities Act of 1989, Valencia College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession,

use or distribution of illicit drugs and alcohol by Valencia College students or employees on college premises or as part of any college activity.

All Valencia College employees, students, visitors, contractors/vendors and others are expected to comply with these policies at all times.



We Got Your Back – Security

Valencia College has an array of services in place to help promote an environment that is safe and secure. We encourage you to familiarize yourself with these services and take advantage of them in an effort to keep you safe. We also encourage you to contact your Campus Security Office for assistance and information regarding services available to you as a member of the College community.

No community's security plan can attain maximum effectiveness unless everyone in the community contributes to making it work. Safety and security are both personal as well as shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure academic environment.

The Florida Department of Law Enforcement maintains a website listing the registry of sexual offenders and sexual predators. Florida statute 943.043 requires colleges to inform employees of the existence of this website and the telephone number to access sexual predator and sexual offender public information. The website and telephone number are listed below:

- Sexual Offenders and Predators Website: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>
- Phone: 1-888-357-7332



Security Department

The Valencia College Security Department is charged with ensuring the safety and security of the college community. The Security Department strives to fulfill its responsibility to each member of the College community by providing quality policies, services and information that will assist you in making the time you spend here safe and enjoyable.

The mission of the Security Department is a commitment to supporting the educational mission of the College by maintaining a maximum personal safety program that enhances the quality of life for all members of the College community.

The Security Department provides a full range of services, including crime prevention services, traffic/parking enforcement and assisting in crowd control for special events. The department maintains a close liaison with local, state and federal law enforcement agencies in implementing and coordinating campus security operations. To learn more visit, <https://valenciacollege.edu/security/>. Security at the Downtown Campus is managed by the UCF Police Department. To learn more, visit <http://police.ucf.edu>.

Safety in Private Spaces Act

Employees are expected to adhere to Florida Statute 553.865, “Safety in Private Spaces Act” including willfully entering for an unauthorized purpose, a restroom or changing facility designated for the opposite sex, and refusing to depart by asking to do so by faculty, administrator or safety and security staff. Additionally, all employees have a right to file a complaint with the Attorney General alleging that the College has failed to meet the minimum requirements for restrooms and changing facilities under s. 553.865(4) and (5), F.S.

Lost and Found

Lost and found services are maintained in the Security Offices at all locations. All found articles should be turned in to those offices. If you find that you have lost an item, contact Security right away. Items are retained for a limited time.

Loss Prevention

To prevent losing items that belong to you or Valencia, make sure doors are locked when leaving for the evening to avert burglaries. Keep all personal items in a locked cabinet or drawer, and do not leave them in a visible place, such as on top of or underneath a desk. Never prop doors open, especially fire doors, even for a short time — someone could trespass into the building.

Non-motorized Vehicles

Policy: [6Hx28:10-07.2](#)

Non-motorized vehicles including bicycles, skateboards, scooters, roller blades and any other means of wheeled travel, excluding hoverboards, may be used outdoors on any campus or at any other facility operated by Valencia College, unless otherwise posted. Students and employees may use these vehicles on multi-use pathways in a safe manner.

Timely Warning Policy

In compliance with the Clery Act regarding timely warning of events on and in the immediate vicinity of campuses that may pose a threat to the College community, Valencia College has adopted an alert system. In these scenarios, the Security Department will initiate a warning to all campuses. The warning will be quickly and securely issued to all students, faculty and staff through Valencia Alert and the

College email system. All warnings will be posted on the Valencia website at <http://valenciacollege.edu/security/>.

The Valencia Security Department is organized as a department of security officers under the auspices of the Office of the Vice President for Student Affairs. All officers are trained and licensed under the State of Florida Statutes Chapter 493. Officers also receive in-service training in the following areas:

- CPR – all security employees are certified
- First Aid – all security employees are certified
- Emergency Evacuations Procedures

Blue Light – Did You Know?

There are “Blue Light” emergency telephones located strategically on the campuses of the College. These are easy to recognize, as they are topped with blue lights. When the red button inside the box is pushed, the caller is in immediate contact with the Campus Security Office. The dispatcher will also be able to pinpoint the caller’s location. These “Blue Light” phones are only to be used in the case of an emergency.

When calling for either an emergency or non-emergency service, be prepared to:

1. Clearly identify yourself.
2. State where you are calling from.
3. Briefly state the nature of your call.

If possible, the caller should stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire, and/or medical service.

Incident Reporting

Policy: [6Hx28:10-01](#)

When reporting all emergencies at any of the locations or campuses of the College, dial 9-1-1. Campus Security must also be alerted to support and assist the emergency personnel responding to the call. Assistance from the Campus Security Office can be critical when time is important and the responding emergency team is having difficulty locating the emergency. You can contact the Campus Security Office and request an emergency response, as that information will be relayed to the appropriate personnel.

All emergency situations involving, but not limited to, a crime in progress, a medical emergency or a fire should be reported to 9-1-1 right away. All phones may be used to dial the number at no charge. If on campus, you should be aware that some telephone systems may require you to dial for an “outside line” before dialing 9-1-1. Refer to [College Policy 6Hx28:10-01 Reporting Incidents or Injuries](#) for additional details.

Campus Escort System

If you have a campus security question or concern while on campus, or would like a campus escort at any time, day or night, please contact your Campus Security Office:

- Downtown Campus – 407-823-5555
- East Campus – 407-582-2000
- Lake Nona Campus – 407-582-7000
- Osceola Campus – 407-582-4000
- Poinciana Campus – 407-582-6500
- School of Public Safety – 407-582-8000
- Winter Park Campus – 407-582-6000
- West Campus – 407-582-1000

<https://valenciacollege.edu/security/>

Silent Witness

If you see a crime or disruptive behavior occurring on campus and would like to report it anonymously, you may use the Silent Witness online form found at <https://forms.valenciacollege.edu/security-silent-witness>.

The Valencia College Safety App

In an effort to provide greater security for employees, students and visitors on our campuses, Valencia's Security Department now has a safety application, called the Valencia College Safety App. This app allows users to simultaneously call and send their location to security in case of an emergency on Valencia campuses, eliminating the need to find one of our campuses' "blue light"



outdoor emergency telephones. The app also offers safety features, such as tools that allow users to request Valencia Security or a friend to watch their location remotely as they walk on campus to their destination, along with an emergency contacts list, the ability to report a tip, campus maps and more. Please note that any location-based features on the app, such as simultaneously calling and sending your location to Valencia Security, will only work on Valencia campuses and locations; they will not work off campus. For instructions on how to download the app, visit: <http://valenciacollege.edu/security/safety-app.html>.

Valencia Emergency Alerts

Stay connected and informed in the event of an emergency with Valencia Alerts. Valencia College uses Valencia Alerts to immediately contact

employees during a major crisis or emergency. Valencia Alerts delivers important emergency alerts, notifications and updates to a device of your choice, including email, cell phone and home phone. For this reason, it is important to keep your personal information up-to-date in Atlas so that you can receive Valencia alerts and the College can contact you in the event of an emergency. Follow the steps below to update your contact information.

- Log in to Atlas
- Navigate to the Employees tab
- Under My Human Resources, click on Update Your Information
- Select Address(es) and Phone(s): View OR Update

To update your emergency contact information, follow the directions above and under Update Your Information, click on Emergency Contacts: View or Update.

Active Threat Training

All employees are required to take Active Threat Training to learn best practices for handling a potentially dangerous situation. Sign up for Active Threat Training via the Valencia EDGE in Atlas.

See Something? Say Something!

Always report any suspicious activity or safety concerns to your campus security team. If you are in immediate danger, dial 9-1-1.

Playing it Safe – Personal Safety

Learn about serious workplace matters, such as what constitutes workplace violence, how to prepare for a natural disaster and what to do if you are injured.

Personal Protective Equipment Matters

All employees are required to wear personal protection equipment when exposed to a work hazard. Subpart I of the OSHA Standard 1910 shall be followed.

Personal protective equipment (PPE) for eyes, face, head and other body parts, and protective clothing, breathing devices and shields shall be provided, used and maintained in a sanitary and operational condition. All personal protection equipment required shall be provided by the College. Use of employee-owned personal protection equipment is prohibited. Personal protection equipment that is damaged will be removed from service until it is repaired or replaced. Training on PPE shall follow current OSHA Standards.

It is the supervisor's responsibility to ensure adequate personal protection equipment is



provided as well as kept clean and maintained in good repair.

Employee Injuries

When an injury occurs on the job, the supervisor and Security must be notified and the injured employee must complete a College Incident Report, which Security will provide upon its arrival. If the employee wants to seek medical treatment, the employee or supervisor must contact ODHR at HR4U@valenciacollege.edu or 407-582-HR4U (4748) to obtain a medical referral to seek treatment.

It is important that all incidents/injuries are reported in a timely manner, regardless of whether the employee wants to seek medical treatment. Employees have 30 days to report an injury to their supervisor, the Security Department

and Organizational Development and Human Resources. Not reporting the injury within 30 days may impact workers' compensation benefits.

Johns Eastern Company is the College's Workers' Compensation insurance carrier. It provides payment of all medical expenses related to the work injury and coordinates medical treatment beyond the initial medical evaluation.

For more information about workers' compensation, see [College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness or Injury In Line of Duty Leave](#), or contact an ODHR representative at HR4U@valenciacollege.edu or call 407-582-HR4U (4748).

Working Together – Community Events

As an employee of Valencia College, you will receive special offers for discounted and sometimes free tickets to attend special events such as theater, dance and musical performances, art exhibits, films, conferences and lectures. Stay up-to-date on these opportunities by reading your employee newsletters.

College Events

Valencia typically organizes the following events annually, at which all employees are either expected, strongly encouraged or invited to attend or participate:

Academic Assembly

Academic Assembly is an annual gathering of faculty and academic leadership. The assembly is an opportunity for you to rededicate yourself to student success, academic excellence and achievement.

Fall Kick-off

This virtual, collegewide welcome back event is for all employees. You'll hear from the college president and college leadership about strategic priorities for the year.



Commencement

We celebrate our graduates bi-annually during Commencement and provide photo opportunities across Valencia College campuses for our students. Faculty, administrators and program directors, should discuss attendance requirements with their dean or supervisor.

Learning Day

Learning Day is observed collegewide and celebrates learning in all its forms. Started in

2001, it is part of the College's culture. From renowned keynote speakers to unique educational sessions taught by your peers. No classes are held on Learning Day, and all employees are encouraged to participate in the activities.

In addition to the events above, other College events also take place throughout the year. You can find a comprehensive list of upcoming events on the Valencia College Events Calendar at <https://events.valenciacollege.edu/>.

Glossary of Terms & Acronyms

- **Academic Program Council** – The Academic Programs Council coordinates and aligns plans for new program development and significant improvements to existing programs, as well as evaluates programs to diminish or sunset to meet the goals of the Impact Plan, coordinating the work with that of the workforce deans team.
- **Atlas** – Atlas is Valencia’s online learning community that connects employees and students to the resources they need to succeed. It is Valencia’s Intranet — a network that allows the College to securely house and share information about the organization.
- **BoT** – The Valencia College District Board of Trustees
- **Check-In** – A tool designed to document goals and objectives throughout the development process. The Check-In is simply a record of conversations, comments and collaborative goal setting.
- **COA** – Certificate of Absence
- **COBRA** – Consolidated Omnibus Budget Reconciliation Act – This law requires covered employers to provide employees with written notice of their right to continue group health insurance at their own expense upon the occurrence of certain qualifying events.
- **COOP** – Continuity of Operations Plan
- **Council Coordination Team** – The Council Coordination Team provides coordination, oversight and support for the governance system and for individual strategic councils.
- **EAP** – Employee Assistance Program – Provides assistance to help employees and their families resolve personal problems.
- **EDGE** – This program is designed to encourage employee development, growth and engagement by providing relevant, timely and results-oriented training. Known as the Valencia EDGE.
- **Faculty Council** – The Faculty Council serves as the official voice of College faculty. The Council engages the larger faculty and leadership of the College in matters relating to advancing the quality of teaching and learning.
- **FERPA** – Family Educational Rights and Privacy Act – Grants the right to see the information that the institution is keeping on the student, the right to seek amendment to those records and in certain cases append a statement to the record, the right to consent to disclosure of their records and the right to file a complaint with the FERPA Office in Washington.
- **FICA** – Federal Insurance Contribution Act
- **FLSA** – Fair Labor Standards Act – This act established a national minimum wage, guaranteed time-and-a-half for overtime in certain jobs and prohibited most employment of minors in “oppressive child labor,” a term that is defined in the statute.
- **FMLA** – Family and Medical Leave Act – Full-time and part-time employees of Valencia College who have worked for the College for 12 months and have worked 1,250 hours within the year preceding commencement of the leave
- are entitled to up to 12 weeks of unpaid family/medical leave within any 12-month period.
- **FRS** – Florida Retirement System
- **IAP** – The Individual Action Plan is an improvement tool designed to create awareness and accountability when addressing and correcting performance concerns.
- **Learning Council** – The Learning Council is responsible for leading the College’s work toward achievement of the core mission — learning.
- **MWBE** – Minority and Women’s Business Enterprise Program
- **NISOD** – National Institute for Staff & Organizational Development
- **IAC** – Instructional Affairs Committee
- **IAP** – Individual Action Plan
- **ODHR** – Organizational Development and Human Resources
- **OIT** – Office of Informational Technology
- **ORP** – Optional Retirement Program
- **OSHA** – Occupational Safety and Health Administration
- **PCF** – Property Control Form
- **PIP** – Performance Improvement Plan – A tool designed to help clearly identify areas for performance improvement and provide employees

with a specific, measurable outline of an action plan (including time frames) that states areas needing improvement and resources that will be provided for support.

- **PPE** – Personal Protective Equipment
- **Protected Categories** – Protected categories include race, sex, color, national origin, disability, marital status and orientation.
- **SCSORP** – State Community College Optional Retirement Program – This program is a defined contribution annuity plan.
- **Student Experience Council** – The Student Experience Council coordinates and oversees plans to modify or supplement the support and opportunities for engagement we provide to students to meet the goals of the Impact Plan.
- **SUS** – State University System
- **The Juice** – An employee newsletter sent weekly from the Organizational Communication team.

Good-To-Know Acronyms

- **AHS** - Allied Health Sciences building (West Campus)
- **Big Meeting** - A collegewide strategic planning meeting
- **CD Center** - Collaborative Design Center (West Campus)
- **CAT** - Center for Accelerated Training
- **CIT** - Careers in Industry and Technology (Osceola Campus)
- **CTLI** - Center for Teaching/Learning Innovation
- **DPAC** – Dr. Phillips Academic Commons
- **DTC** - Downtown Campus
- **EC** - East Campus
- **EDF** - Employee Development Funds
- **FCS** - Florida College System
- **FIP** - Faculty Incentive Program
- **FLAC** - Faculty load and compensation
- **FTE** - Full-Time Enrollment
- **HSB** - Health Sciences Building (West Campus)
- **IRB** - Institutional Review Board
- **LNC** - Lake Nona Campus
- **OSC** - Osceola Campus
- **OSD** - Office for Students with Disabilities
- **PAC** - Performing Arts Center (East Campus)
- **PD Credit** - Professional Development credit for faculty (part-time and full-time) only
- **PNC** - Poinciana Campus
- **QEP** - Quality Enhancement Program
- **Title V** - A provision of the Federal Higher Education Act that offers specific protection for, and advancement of, the educational opportunities of Hispanic students around the country.
- **SEC** - Special Events Center (West Campus)
- **SPS** - School of Public Safety
- **SSB** - Student Services Building (West Campus)
- **Title IX** - A federal law that prohibits discrimination on the basis of sex, including sexual harassment and acts of sexual violence against students in educational programs or activities operated by recipients of federal financial assistance.
- **Total Rewards** - A wide-ranging combination of pay, benefits, professional development, and work/life balance.
- **WEC** - West Campus
- **WPC** - Winter Park Campus





LEARNING

PEOPLE

DIVERSITY

ACCESS

INTEGRITY



VALENCIA COLLEGE

www.valenciacollege.edu