Staff Handbook

2010 - 2013

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Last Revised:
August 2012
TABLE OF CONTENTS

TABLE OF CONTENTS...............................................................................................................2
I. Introduction ..................................................................................................................................5
Organizational Levels..................................................................................................................6
II. General Information .................................................................................................................7
  Philosophy ....................................................................................................................................7
  Mission of the University ..........................................................................................................7
  Statement of Non-Discrimination at FNU..................................................................................7
  Controlled Substances..............................................................................................................7
III. Personnel Policies and Practices .................................................................................................8
  Professional Ethics ....................................................................................................................8
  Staff Handbook .......................................................................................................................8
  Personal Behavior ....................................................................................................................8
  Workplace Atmosphere ...........................................................................................................8
  Sexual Harassment Policy ........................................................................................................8
  FNU’s Computer Use Policy ....................................................................................................9
  Intellectual Property Rights / Proprietary Information............................................................9
  Copyright Infringement Policy .................................................................................................9
  Employee Dress Code .............................................................................................................10
  Identification Badges ...............................................................................................................12
  Parking Decal ..........................................................................................................................12
  Locating Employees ................................................................................................................12
  Personal and Credit References ..............................................................................................12
  Personal Phone Calls ...............................................................................................................12
  Protection of Personal Property ...............................................................................................13
  Misrepresentation ....................................................................................................................13
  Accommodations for the Physically Challenged .................................................................13
  Accommodations for students with disabilities .................................................................13
  Policy Concerning Visitors on Campus ..................................................................................14
  Relation with other Employees and Students .......................................................................14
  Grievance Procedures ............................................................................................................14
IV. Employment .............................................................................................................................15
  Employment Policy ................................................................................................................15
  Hiring Procedures ..................................................................................................................15
  Full and Part Time Personnel ...............................................................................................15
  Working hours .........................................................................................................................16
  Clocking in and out ................................................................................................................16
  Employee Performance Review and Evaluation ..................................................................16
  Salary .......................................................................................................................................17
  Salary Review .........................................................................................................................17
  Employment Definitions .........................................................................................................17
VII. Health and Safety Guidelines ..................................................... 30
   Health and Safety ................................................................. 30
   Employee First Aid Plan .......................................................... 30

VII. Health and Safety Guidelines ..................................................... 30
   Health and Safety ................................................................. 30
Fire Prevention .......................................................................................................................... 30
Fire Control Plan .................................................................................................................... 31
In Case of Fire .......................................................................................................................... 31
Evacuation Plans .................................................................................................................... 31
Disaster Plan ........................................................................................................................... 31

Appendices: FORMS FOR USE BY UNIVERSITY STAFF .................................................... 33
I. Introduction

Letter from the President

NOTE: (Dr. Jose Regueiro – President Emeritus – prepared this introduction)

As a member of our Staff, you have an essential role in the operations of the University. We hope that this reference handbook will express our welcome, assist you in learning our ways, and help you to feel at home.

In issuing this handbook our prime purpose has been to provide quick answers to your day-to-day questions on how the University operates and how you as an individual fit into its operation.

This handbook is not to be regarded as a set of rules of conduct, for we believe that to be unnecessary and inappropriate.

All those connected with the University are expected to observe the generally accepted customs of courtesy, good taste, and friendliness in our relationship with our students and with each other.

If you have any questions concerning either the policies contained herein, or situations not covered in this manual, you should contact me for clarification.

Dr. José Regueiro,
President Emeritus

Maria C. Regueiro,
President
Philosophy

Florida National University devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida. Florida National University would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation’s unique position as champion of human enterprise, human power, and human solidarity.

Mission of the University

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality university education according to the students’ personal goals, and the advancement of modern technology.

Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

Statement of Non-Discrimination at FNU

Florida National University does not discriminate on the basis of age, color, handicap, national or ethnic origin, race or sex in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University administered program.

Controlled Substances

Florida National University is a Drug Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

- All potential employees must pass a drug test.
- Possession, use or being under the influence of a controlled substance (i.e. marijuana, cocaine, alcohol) while on campus property is strictly forbidden and is illegal by State and Federal Law.
- Violation of this University policy will be met with disciplinary action up to and including termination.
Personnel Policies and Practices

Professional Ethics

Professional standards of integrity are expected of all of the members of the faculty, administration and support staff. Integrity is the basis of ethics.

Staff Handbook

Employees are responsible for reviewing the Staff Handbook periodically in order to make sure that they are aware of the latest changes.

Personal Behavior

Members of the Staff should bear in mind that from their very first day they are representatives of the University and that their personal appearance and actions, and the impressions they make, are important to their advancement and to the continuing development of the reputation of the University.

Florida National University has not established rigid rules and regulations to govern the behavior of its staff. The employment objective of the University is to employ individuals who meet high standards of character and occupational qualifications. Employees are expected to use good judgment and conduct themselves in a mature and responsible manner at all times.

Workplace Atmosphere

FNU is an educational institution dedicated to the professional and intellectual growth of its students. It is necessary that our workplace maintain a professional atmosphere as well as one of warmth and friendliness. All employees are expected to contribute to promoting a congenial and cooperative learning environment.

Sexual Harassment Policy

Florida National University is committed to providing an environment that is free of sexual harassment. Such behavior is illegal under both state and federal law and will not be tolerated. Sexual harassment includes but is not limited to written, verbal, or physical abuse including commentaries of sexual nature, degrading remarks used to describe an individual’s body, unwelcome propositions, or any physical contact of a sexual nature. Sexual harassment also includes the threat that sexual compliance or lack thereof will be used as a basis for educational or employment decisions. Sexual harassment of or by any faculty member, administrator, employee, or student is expressly prohibited. Any person found to violate this policy shall be subject to appropriate disciplinary action up to suspension or discharge from the University.

This policy provides the following procedure for reporting complaints of sexual harassment. Any person that feels that he/she has been sexually harassed shall be directed to the Campus Dean or any member of the Administration in order to document the complaint in writing. All complaints will
be handled as confidentially as possible. Every harassment complaint will be promptly investigated and resolved and a recommendation will be made as to the appropriate sanctions to be imposed against violators.

**FNU’s Computer Use Policy / Intellectual Property Rights**

**COMPUTER USE POLICY**

All FNU employees are required to comply with FNU’s Computer Use Policy at all times. FNU’s Computer Use Policy is attached as Exhibit “A” hereto.

**PROPRIETARY INFORMATION**

All Data is considered confidential. All information produced by employees of the University while executing their duties as employees belongs to the University. All Data is considered property of the University.

Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the University, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited.

Any Computing Resources used while employed by the University must be returned, along with the User’s password, identification code, and any other appropriate information necessary for the University to continue using the respective Computing Resources and information, uninterrupted.

**COPYRIGHT INFRINGEMENT POLICY**

In compliance with the 18 USC 2319, Criminal Copyright Infringement, 17 USC 101, the No Electronic Theft (“Net”) Act and the Digital Millennium Copyright Act’s provisions relating to educational institutions, Florida National University encourages its students, faculty and staff to educate themselves on the principles of copyright and to respect the rights of copyright owned by others.

Individuals using computers and networks (the “account holder”), library, and other academic resources at Florida National University (the “University”) are responsible for complying with Copyright laws and the University’s policies and procedures regarding the use of copyrighted materials.

Compliance with federal copyright law is expected of all students, faculty and staff at Florida National University. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.
Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the university's networks or other computer resources may create liability for the university as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by Florida National University.

For more information on Florida National University’s Copyright Infringement Policy, you may go to our website under Consumer Information. The policy is available there in its entirety.

**Florida National University Employee Dress Code**

Professional attire and personal appearance must be maintained in a dignified and business appropriate manner by all employees during working hours and during all occasions while representing FNU. This policy applies to university work students as well.

**DRESS AND GROOMING**

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

**GENERAL GUIDELINES**

The dress and grooming of all employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with the following standards:

**Hygiene and Grooming:**

a) Personal cleanliness: Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances should be kept at a minimum.

b) Hair: Hair shall be clean, neatly trimmed and well-groomed.

All beards and moustaches should be trimmed and neat in appearance. Any apparatus that an employee uses to hold back their hair must be clean. No hats, caps or other head coverings shall be worn inside the building.

c) Fingernails: Fingernails should be clean, well manicured and moderate in length, and appropriate for the work site.

d) Jewelry: Jewelry in pierced sites will be visible on the ear only. All other piercings must be covered or removed during work. Other jewelry should be appropriate for the work. Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy.

**Dress:**

a) Dresses and all outer garments shall fit properly and be of an acceptable length. Slacks must fall between the knee and the ankle, and must be of a dressy or business casual nature.

b) Halter, tank tops, see-through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
c) If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders shall be worn.
d) Footwear shall exclude flip flops, open-toed shoes, and slippers.
e) Clothing that reveals undergarments shall not be worn.
f) Hemlines for skirts and dresses should be long enough not to be distracting. Skirt and dress hemlines more than three inches above the knee and shorts are not acceptable.
g) Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
h) Jeans may be worn on designated casual/dress down days, designated spirit days, and teacher in-service days.
i) All administrative staff are expected to dress in a professional manner. Male administrative staff is required to wear shirts and ties. Acceptable alternatives for shirt and tie are a turtle neck with a jacket or professional looking guyabera shirts.
j) Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are required. Acceptable alternatives for shirt and tie are a turtle neck with a jacket or professional looking guyabera shirts.
k) For the allied health faculty, scrub suits may be worn in lieu of shirt and slacks.
l) Undergarments are required, but should not be visible above, below or through clothing.

EXCEPTIONS TO GUIDELINES

The following exceptions apply to these guidelines:

a)Instructors in lab courses may wear scrubs, aprons, or smocks.
b)Auxiliary employees in maintenance, custodial, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified.
c)Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs.
d)To accommodate medical needs.

"DRESS DOWN" OR CASUAL DRESS DAYS:

Dress down days have become very popular as a strategy for improving morale and university spirit among employees. Dress down days will apply to professional employees and academic and administrative support employees only.

Fridays are considered a dress down day as are Faculty Work Days. Attire for dress down days will be "relaxed casual." Relaxed casual dress may include jeans, Capri pants, the absence of a tie, the substitution of a polo shirt for dress shirt, and tennis shoes.

Religious, Racial, Gender-Specific or Ethnic Attire: Nothing in this policy is intended to abridge rights at law relating to non-discrimination, or hinder the advancement of diversity at the institution. Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire.
a. Exceptions:

(1) Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.
Identification Badges

Students, faculty and staff are issued a picture identification card. This identification card must be worn at all times. If you are not wearing an identification card, you will not be allowed on the premises and will be asked to go home on your own time and return to work wearing your I.D. card.

Parking Decal

For the safety and security of faculty, students, and staff, all motorized vehicles are required to have an FNU parking decal affixed to the vehicle’s lower right/left back window. Faculty, staff, and students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit - must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a range of several days up to one week and documentation may be required.

Locating Employees

A record maintained in the Dean’s office contains the contact information including home address and telephone number of each member of the campus. To keep this record up-to-date, it is the employee’s responsibility to report any changes promptly.

During working hours, all personnel should make sure that the office knows at all times where they can be reached. When leaving the university, they are expected to notify the proper person of their destination and the probable time of their return. Persons assigned an out-of-town engagement should advise the office promptly of any changes in location, hotel address and probable date of return, so they can be reached quickly in an emergency.

Personal and Credit References

Purpose – Inasmuch as personnel files contain private and confidential information, the university restricts access to these files and to other confidential information about employees. The following procedures specify how inquiries for information regarding current or former employees will be handled.

Current Employees – The Office of the Controller will verify job title, employment dates, and rate of pay for credit purposes after the employee has given written approval to release this information.

Former Employees – The Office of the Controller will verify job title, employment dates, and compensation (salary or wages) with written approval of the employees.

Personal References – Due to the increasingly restrictive Federal laws regarding personal privacy, Florida National University will not provide any information, favorable or unfavorable, regarding quality of job performance unless a request is made in writing by the employee.

Personal Phone Calls

Florida National University realizes the need for employees to be able to receive phone calls of a personal nature. At the same time, our switchboard must remain uncluttered for business and
student contacts. When a personal call reaches the receptionist, an attempt will be made to reach the employee, especially if an emergency is indicated.

The telephone lines of the University are for official University use only. No employee or visitor will use phones for personal use, except in cases of emergency; in any case, these calls should be limited in order that the university telephone will not be tied up for an unreasonable amount of time. Faculty and Staff members may not place long distance telephone calls for personal purposes and charge them to the University.

Cell phones during work hours must only be used in case of an emergency.

*Employees are responsible for checking their phone mail and email correspondence frequently throughout the day. Employees are expected to respond to the messages as soon as possible, and preferably the same day the message is left.*

**Protection of Personal Property**

The safeguarding of personal effects in the office or while on assignment is the responsibility of the individual. The University carries no insurance on, and can accept no responsibility for, loss of personal effects, including cash.

**Misrepresentation**

The intentional non-submission of any report, form or data, or the submission of any report, form or data with a deliberate intention to mislead—will be cause for immediate termination of employment.

**Accommodations for the Physically Challenged**

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the *Americans with Disability Act of 1990 (ADA).*

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. Florida National University provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the university.

Students who believe they are in need of such accommodations should contact the Office of Student Services. Florida National University maintains strict confidentiality with regards to medical information related to students’ disabilities.
Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the university’s complaint procedures.

**Policy Concerning Visitors on Campus**

Unless accompanied by a member of the Administrative Staff, no visitors are allowed in the classrooms. Under no circumstances are students to bring children into the classrooms, dental lab, or library.

It is ABSOLUTELY PROHIBITED to admit visitors (non-students, children, or other unauthorized people) into the Dental Laboratories due to the nature of the work being done in these premises. Accidents may occur and the University cannot be responsible for these unauthorized personnel.

Visitors must request a “Visitor’s Pass” at the reception before entering to the university.

**Relation with other Employees and Students**

It is expected that members of our University conduct themselves with dignity and propriety in their relationships with other employees and students to assure that their professional relationship and the reputation of the University are not impaired. Any employee who does not exercise good taste in relationships with other employees and students, and which, in the judgment of the administration, impairs the operation or reputation of the University, will be subject, after due process, to a dismissal.

Potential employees are expected to disclose, at the time of employment interview, the existence of any familiar relation with any current member of the administration, faculty, or staff.

**Grievance Procedures**

It is the practice of the administration of Florida National University to prevent situations that might create a grievance through formal and informal job evaluations and attitude surveys.

In the rare event that a condition prompting a grievance occurs, the following policy should be adhered to:

- The purpose of the grievance procedure is to resolve conflicts and thus improve the institution’s environment. For the purpose of this manual, a grievance shall be defined as a complaint, expressed in writing.
- The first step in the process is to accurately define the grievance. To accomplish this, the aggrieved party must submit, in writing, a clear, accurate, and concise account of the event or condition that prompted the grievance. This account should include when, where, how, to whom, and why the grievance occurred. The written account must be submitted to the immediate supervisor of the aggrieved party within three (3) working days of the event or condition causing the grievance.
- The supervisor will gather the facts, develop a written file on the matter and establish a solution within five (5) working days of receipt of the written notice of grievance. It is the
intent of Florida National University, by establishing the grievance procedure, to resolve the conflict at the lowest possible level.

- If the grievance is not resolved, it should be appealed to the Campus Dean. The Campus Dean may seek the assistance of the President to arrive at a final solution within five days after receiving the grievance.
- Grievances related to the staff not under the jurisdiction of a campus dean will be appealed directly to the President.
- The President will review the file and establish a solution within three (3) working days of receipt of the appeal.

Deficiency of Policy, as seen by the employee, is a matter of concern by the institution. All employees may direct their comments to the President by using the form established (see Appendix); or by making the proper suggestions in the annual departmental evaluation; or by using any other channel in a clear and orderly manner.

**Employment**

**Employment Policy**

The Administration is committed to a policy and practice of deciding all matters relating to employment, including compensation, and promotion, on the basis of qualifications and merit alone. Florida National University is an equal opportunity employer.

**Hiring Procedures**

The University accepts applications and resumes at any time. These are kept on file and interviews may occur if a position is open. The University has the policy of filling vacancies from within the staff or faculty if at all possible.

A potential employee must fill out or provide the following:

1. A completed application form and a resume.
2. A signed W-4, I-9, and any other related form, as prescribed by law.
3. Official transcript copies of degree and/or other supporting educational documentation.
4. Negative results on the drug test.
5. Provide a voided check for payroll direct deposit.

**Full and Part Time Personnel**

Full-time staff is salaried and hourly individuals who do not fall within the definition of full-time or part-time faculty. Examples of full-time staff would include individuals working in the areas of admissions, registration, clerical, maintenance, etc. Clerical and maintenance employees receive
hourly wages and are scheduled to work 40 hours per week. Other than clerical and maintenance employees, such as admissions, registration, financial aid and administrative staff are considered salaried professionals. Both clerical, maintenance and professional full time employees are entitled to benefits.

Part-time staff is personnel employed and paid on an hourly-rate or per diem basis and work 30 hours or less per week, are not considered full-time staff, and are not entitled to benefits.

**WORKING HOURS**

1. **Campus Office Hours:** 8:00 AM - 10:00 PM Monday – Friday
2. **Services to Students:** 8:00 AM - 9:00 PM Monday – Friday
3. **Administration:**
   - 8:00 AM - 10:00 PM Monday – Thursday
   - 8:00 AM - 9:00 PM Friday

Specific working hours for individual admissions representatives and office staff may vary from campus to campus and are set at the discretion of the campus dean.

If a staff member is going to be absent for any reason, he/she must inform his/her direct supervisor, campus dean, assistant dean, or whoever is in charge of the campus at the time prior to the absence. Moreover, it is the staff member's responsibility to try to find a suitable replacement to cover the hours that he/she was scheduled to work.

4. **Staff Lunch Hours:** Lunch is to be taken in an area other than the regular work station, such as the cafeteria, student-faculty lounge, or off Campus. Food or beverage must not be consumed at the work area. The lunch break is not considered part of the eight hour work day.

Taking one hour for lunch is mandatory for all employees (including part-time and University Work Study) and all staff members who clock in/out. You must clock one hour and not less.

**Clocking in and out**

All staff members who clock in/out must do so at the beginning and end of each shift. Staff members also need to clock out for their hour lunch break, and must clock back in at the end of the lunch break. One hour must be reflected for the lunch break.

If a staff member needs to leave the campus for any reason during his/her scheduled shift, he/she must first receive approval to leave the campus from his/her supervisor and Campus Dean. If approval is granted, the staff member must clock out while he/she is away from the campus, and must clock back in once he/she returns to the campus.

Failure to follow these time reporting procedures will affect your payroll.

**Employee Performance Review and Evaluation**
All performance reviews and evaluations will be conducted as specified in the Employee Job Description Book. Upon completion of the process, it will be fully discussed with each employee, and future action plans with deadlines will be set on a continuous basis.

These reviews shall take place at least once a year and are intended to monitor and improve performance.

In addition to the areas of evaluation which have been specifically set forth, the review may also include the following areas as appropriate:

1. Knowledge of the job
2. Competence in the job
3. Ability to work productively with fellow employees towards the purpose of the University
4. Assumption of responsibility
5. Attendance and punctuality
6. Professional conduct

Consideration for advancement will be based upon job performance and ability to accept more responsibility.

**Salary**

Salaries at Florida National University are based on a Salary Scale and are confidential.

**Salary Review**

In determining initial salaries and increases, the following factors are considered:

1. Formal Education.
2. Prior experience.
3. Contribution to improvement of the institutional goals.
4. Professional conduct.
5. Performance.
6. Continued improvement in field as evidenced by participation in professional organizations, advanced education, and development or practical experience.
7. Participation in university related activities and functions, such as, graduations, picnics, etc.

Despite the results of a salary review, no positions or salary increases are guaranteed on an annual basis. A salary freeze may be implemented regardless of the employee’s salary review process. The salary review will be taken into consideration when the freeze is lifted.

**Employment Definitions**

It is important that there be a clear understanding and uniform interpretation by University Administration and employees of terms, such as, date of commencement of employment, leave of absence, and date of termination of employment. These terms are defined in the following sections and are particularly pertinent where insurance and employee anniversary matters are involved.
Date of Commencement of Employment

The date of commencement of employment is the first day on which an employee reports for work. (Appendix, “New Employee Form”)

Probationary Period

All full-time staff employees are subject to a 90 day probationary period of employment. During this time, the employee is evaluated and receives a performance appraisal from his/her immediate supervisor. After the probationary period, the employee is eligible for university benefits and receives credit for the time of employment towards accrual of other benefits such as vacation and sick leave. Florida National University reserves the right to refuse full-time status and benefits as a result of termination concluding the probationary period. No part-time employee is elsewhere subject to a probationary period.

The employee is eligible for the Group Medical Insurance after being employed at least (2) two months.

Dual Employment

All full-time employees of the University are expected to devote their full energies to the work of the University. Outside employment will be permitted if it does not interfere in any way with the individual’s performance of required duties. As a guideline, faculty members will be permitted outside employment on a part-time basis concurrent with their assigned duties as long as it does not occur nor interfere with the hours the University is in session. Anyone may engage in part-time employment or voluntary service with a civic, social, religious, or governmental organization.

Payday

FNU salary payment procedure is as follows:

1. Direct deposit is preferable and encouraged.
2. The paycheck runs from Monday to Friday, and employees will be paid every other week for a period ending on the Friday before.
3. Instructors will be paid on Thursday night, and non-teaching and staff employees will be paid on Friday.

Federal Income Tax Withholding

All employers are required by law to deduct income tax from each full-time or part-time employee’s paycheck. A federal form (W-4) must be completed each year to indicate dependency status. This enables the University to withhold from each paycheck the proper amount for payment to the Treasury Department.
Social Security

Under the Federal Insurance Contributions Act, the University and its employees are taxed on salary payments up to amount stated by law in order to provide Social Security retirement benefits for employees.

Deductions are made on each pay check up to the required amount to be paid in each year.

Overtime Pay

It is the policy of the University not to ask employees to work overtime. However, the nature of the work may require a staff member, willing to meet occasional demands, to work extra time. Only hourly employees are entitled to receive overtime pay.

Overtime hours previously authorized by the employee’s immediate supervisor will be paid at 1 1/2 times the regular salary rate after the employee has worked 40 hours in a week. No sick time, holiday, or vacation time or any other time is included in the 40 hours.

Overtime: Non-exempt and Exempt Employees

Non-Exempt Employee: The term non-exempt refers to employees who are not exempt from the Fair Labor Standards Act. They are employees to whom the Employer pays overtime pay at the rate of one-and-one-half times the employee’s regular hourly rate, for all hours worked on behalf of the Employer beyond 40 hours in a workweek. Non-exempt employees are hourly employees.

Exempt Employee: Exempt employees are those who are exempt from provisions of the Fair Labor Standards Act and are not paid for extra time worked. Exempt employees are salaried employees.

Financial Emergencies

It is the policy of the University not to make advances on salary. No employee may seek loans from the University.

Termination of Employment

Gross misconduct is a violation of any major work rule or behavior of similar severity. Moral turpitude, harassment and improper conduct inflicting physical or moral harm, intemperance, neglect of duty, incompetence, violation of institutional policy, or other actions conducted in a manner which brings discredit upon and/or financial exigency to the University shall constitute cause for termination of employment at any time.

Employees who are terminated because of gross misconduct are not entitled to payment of any accrued benefits. A supervisor must provide the payroll office with the termination date of the employee.
**Voluntary Termination**

Employees who voluntarily terminate their employment with the University are urged to give their Supervisor no less than two weeks written notice prior to the termination date.

Terminating employees will be entitled to payment of accrued benefits, if they have completed one full year of employment and give two weeks advance notice of their termination. These employees are leaving the institution In Good Standing.

**Involuntary Termination of Employment in Good Standing**

General business conditions and/or changes in student enrollment may cause termination of employees without cause.

If it becomes necessary for the University to terminate an employee’s services for the above stated reason, the employee will receive notice or pay in lieu of notice, as well as compensation for any unused vacation days earned in accordance with the University’s vacation policy.

**Incapacitating Illness**

An active, full-time employee who has been on the payroll one year or more, and who becomes incapacitated due to an illness or catastrophic injury, may be entitled to the following benefits: One week full pay for each year of employment. When the employee is declared able to return to work by a doctor, he/she may rejoin the Institution if capable of continued and successful performance of his/her original job responsibilities if his/her job is available. Should the employee be unable to perform his/her duties, another job for which the employee qualifies, if available, may be assigned to him/her. If no other suitable job is available, the employee will be terminated at this time, In Good Standing. Accumulation of weeks will start again after each occurrence if able to return.

**Date of Termination of Employment**

The employment of a person by the University is considered to be terminated as of the last day on which that person reports for work. As an exception to the foregoing, the date of termination of employment of a person who is ill or disabled is determined by mutual agreement rather than set as the last day on which that person reports for work. In the case of a person who resigns while on a leave of absence, the date of termination shall be the last day on which that person reported to work.

Payments, such as those covering accrued vacation or termination allowance, made to an employee who leaves do not alter the date of termination as defined above.

**Due Process**

Any University member who believes that her or his rights involving her or his relationship with the University has been invaded or ignored by an administrative officer or employee of the University
and who is unable to obtain redress which is satisfactory, shall have the right to appeal to the President whose decision will be final.

Fringe Benefits

Vacation/Holidays

Vacation Time is measured/earned on an anniversary basis. That is from the day you are hired as a full time employee until the same day the following year and thereafter.

Administration and staff shall be deemed on vacation all days when the Campus is closed. Holidays falling during vacation time will not be considered part of the vacation days taken. For the purpose of this vacation procedure, clerical and maintenance employees are considered staff.

A staff person may take vacation at any time other than two weeks before, or during the first week of the start of every term. The staff person must have the proper approval of his/her supervisor, and the request is subject to the approval of the President. Said request should be submitted in writing using the proper form at least 4 weeks prior to the time requested.

Unused allowable vacation shall be non-cumulative between years. That is, all vacations earned during a calendar year must be used during that calendar year, unless specific carryover is authorized in writing by the President for unusual circumstances (in any case, no more than five days may be carried over from one year to the next). No cash payment will be made in lieu of vacation.

Any employee, regardless of length of service, position, or waiver of right to vacation in current or previous periods, who leaves the employ of the University, for whatever reason, will receive no compensation for earned, unused vacation unless they leave in Good Standing and are authorized in writing by the President.

It is the responsibility of the individual to keep a written record of vacation days taken. Payroll records will be available for verification purposes upon request to the Controller’s office.

Vacation time in excess of the amount earned may be taken with a corresponding reduction in salary with a 30 day advance notice and written approval from the President.

FNU reserves the right to cancel, postpone, or reschedule the employee’s vacations or time off as needed.

Vacation Leave

Application for approval will be submitted in writing to the immediate supervisor using the proper FNU vacation form (Appendix) four weeks prior to the desired date. This form, through the right chain of command, will reach and be considered by the President who will sign it making it effective. Employees shall be granted vacation with pay during each calendar year as follows:

Staff
1. One week of vacation to employees after completion of one (1) year of net credit service.
2. Two weeks vacation to employees after completion of two (2) years of net credit
3. Three weeks vacation to employees after completion of seven (7) years of net credited service.

4. Four weeks vacation to employees who will complete fifteen (15) or more years of net credited service.

**Holidays Observed**

- New Years
- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas
- Independence Day

Full-time employees will receive full pay on observed holidays. Those who have worked for less than one month will receive compensation for four hours on observed holidays. In order to receive full pay on an observed holiday the employee must have worked or be on vacation the day before and after the observed holiday.

**Sick Leave**

Sick leave permits an individual to take up to the earned amount of SICK DAYS (not hours) for any one illness. In case of absence from work for any reason, including illness or injury, members of our Staff are expected to notify the Campus Dean, no later than a half hour before the opening of the office the first day of absence and, thereafter, to keep the Campus Dean advised of their condition and expected date of return to work. The sick leave allowance for all personnel shall be as follows:

<table>
<thead>
<tr>
<th>Year(s) of Employment</th>
<th>No. of Days of Full Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Five (5)</td>
<td>up to five (5) days</td>
</tr>
<tr>
<td>Sixth (6) &amp; subsequent Years</td>
<td>up to ten (10) days</td>
</tr>
</tbody>
</table>

For purposes of this policy, each year of employment begins on the date of Commencement of Employment. For purposes of sick leave allowance and vacation time only, an individual whose employment is terminated in Good Standing and who is subsequently rehired will be given credit for prior full-time employment.

Sick leave may be taken for personal illness. Illness within the immediate family (spouse/significant other, children, parents, siblings, or someone under sole support of the employee) permits an individual to take up to five days for any one illness. All such days will be considered part of the individual’s sick leave allowance.

For every five consecutive days that a person is on sick leave, a written doctor’s statement is required stating that the person is unable to return to work. If unable to return to work whenever the sick leave days expire, the person must then request in writing a leave of absence. Insurance benefits may be continued, up to a maximum of six months, during a leave of absence at the individual’s expense.

All of the above will apply in case of pregnancy. Employees may accumulate up to 30 benefit days to be used in case of a future illness.
Employee’s wages will continue to be paid during earned sick leave days. No compensation will be paid for unused sick leave.

Note: Verification on information of benefits used or unused shall be provided by the controller’s office.

**Leave of Absence**

A leave of absence is granted by the University President in writing and permits the full-time individual to return to a position equal to or with more responsibility than the one vacated. During the leave, compensation and other benefits will not be available. Insurance benefits can be continued at the individual’s expense, providing the insurance carrier will permit it.

Upon request, the individual will be apprised of the availability of insurance benefits when the leave of absence is granted.

No benefits will accrue during a leave of absence.

A leave of absence may be granted under the following circumstances.

1. **Advance Education**: Up to one year of leave may be granted for advance education, the purpose of which is to improve the educational qualifications of the faculty member to teach Florida National University students.

2. **Personal Circumstances**: Up to six months for extreme personal circumstances.

3. **Jury Duty**: Should you be called upon to report for jury duty, notify your immediate supervisor at once and keep that person informed of the probable length of your service.

All personnel are paid their full salaries while absent from the University serving their required jury duty. Any compensation received for jury duty will be submitted to the University as an offset to the University’s expense. The continuation is, however, limited to one week in any two calendar years. Any time necessary beyond that must be negotiated with the President in advance.

You will be expected to report to work if you have any free time during the jury duty period.

**Bereavement Leave**

In the event of the death of a member of your immediate family, you are allowed a maximum leave of absence of up to three calendar days immediately following such death without loss of pay. The spouse, child, parent, brother, sister, grandmother, grandfather, mother-in-law, father-in-law, and legal guardian are considered immediate family for this purpose. If the deceased relative is not a member of your immediate family, you will be allowed one day with remuneration.
Accrediting Team Visitation Leave

A full-time faculty or staff member, with the advanced approval of his/her immediate supervisor, will be allowed to participate in one visitation annually to another institution on behalf of an accrediting agency with which Florida National University is affiliated.

FNU Employee Scholarship

All personnel who have 6 months of full time employment completed may enroll themselves, their spouse, and/or children in Florida National University and receive an FNU Employee Scholarship. Any person enrolled under this plan must pay the following:

1. Textbooks and Supplies
2. Miscellaneous fees normally charged (CPR seminars, entrance exams, etc.)
3. Graduation Fees

Any person desiring to enroll under this plan should apply for admission in the normal manner.

It should be understood that said person may enroll in the course of program only if there is an available opening after all tuition paying students have been accepted. Specific programs, due to their nature, are not eligible for the employee scholarship. These programs are: Practical Nursing, Registered Nursing, and Respiratory Therapy.

Seminars for specific medical programs are also not eligible for the employee scholarship. Only one employee scholarship will be awarded for any program which enrolls students in clusters (ex. AutoCAD).

The individual must meet the prevailing admission requirements and will be subject to all prevailing academic policies. Student will be enrolled as a Transient until the entire program requirements are completed; at that point the enrollment will then be changed to the specific program title from which the student will graduate.

Any person who was receiving the FNU scholarship and ceases to be employed by FNU will lose the scholarship and will have to pay the regular fees from then on.

In order to receive an employee scholarship, the prospective student cannot be active in the program prior to gaining eligibility.

Insurance

Occupational Injuries and Illnesses

Each person is required to report any occupational accident or illness immediately to his or her supervisor upon occurrence. Workmen’s Compensation Insurance is in force to cover all faculty and staff members. See Workmen’s Compensation entry below.
Group Medical Expense Insurance/Dental Insurance & Prescription Plan

Group Medical Insurance is available through the Humana group. Coverage is outlined in the medical insurance handbook. An employee must be employed at least two (2) months and be full-time to be eligible. Florida National University will share in the cost of the employee’s medical policy.

Workmen’s Compensation Insurance

Accidents and illnesses sustained in connection with one’s employment are covered by insurance carried by the University under Worker’s Compensation Acts of the states in which the company is located.

Therefore, any accident suffered by an employee while working, would result in medical expenses being paid in its entirety and compensation to the employee, also paid based on a percentage of salary, subject to the maximum allowable by state laws.

Staff Development

Florida National University encourages educational development of faculty and staff. In some situations, the administration may require certain individuals to participate in professional organizations. In these cases the total expense of participation will be paid by the university.

Members in Professional Organizations

The University reimburses each full-time professional employee for membership dues in one professional group if approved in advance by the President, in writing. Staff along with the faculty is encouraged to participate in professional organizations and the meetings thereof, as long as it doesn’t conflict with their work schedule.

Advanced Study Subsidy

All personnel are encouraged to continue their university education. Only full-time, currently employed, employees who have been employed at Florida National University for one year or more are eligible for subsidy. The advanced study subsidy will be granted for study concurrent with employment only. Reimbursement will be made on the basis of academic achievement. The following illustrates the reimbursement in relation to grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or B</td>
<td>75%</td>
</tr>
<tr>
<td>C</td>
<td>50%</td>
</tr>
<tr>
<td>D or below</td>
<td>0%</td>
</tr>
</tbody>
</table>
These considerations apply to this benefit:

1. Reimbursement will be for tuition only. Fees, books, and room and board will not be reimbursed.
2. Reimbursement will be made only after the individual submits evidence of satisfactory completion of the course.
3. Reimbursement will be made only in the cases where prior approval of the course of study has been authorized by the President. The course of study must relate directly to the individual’s current position or to a position for which the individual is preparing.
4. Reimbursement will be made for both graduate and undergraduate study.
5. The individual must seek all available forms of financial aid. Reimbursement will be based on the applicable percentage of the net cost after deducting financial aid.
6. Courses graded on a Pass/Fail basis will be considered as a B grade if a P grade is received.
7. Reimbursement will not be made for credits received for “life experience.”
8. A maximum of one thousand ($1,000) dollars will be reimbursed during a calendar year, unless otherwise negotiated with the President of the University.
9. An employee must have at least one year of service with the university prior to the institution incurring any tuition expenses.

Staff Use of Library Materials
Faculty and staff members may check out suitable books from the library after work hours and must follow all library rules.

Campus life Policies and Procedures

FOR INFORMATION ONLY

It is very important that all staff members are cognizant and uphold the University rules as they are spelled out in the “Code of Behavior” for students.

In the extent that they can apply to the employee it is expected of him/her to be first in setting an example.

*** CODE OF BEHAVIOR ***

- Students will come to class on time, and must remain in their classroom for the entire class session.
- All students will bring textbooks and other materials to class everyday.
- Breaks will be kept within the designated time frame of twenty minutes.
- The student should follow all safety rules. Hair bands must be worn in the dental lab by all female and male students with long hair.
- Students are expected to be generally in proper attire while they are on University grounds; tank tops, shorts or halters are not acceptable attire.
- Guests and visitors, as a rule, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
• Alcohol or drugs are not permitted on school grounds, nor weapons, or the use of any object as weapon. Failure to comply may result in expulsion.
• Allied Health students are required to wear the FNU medical uniform at all times.
• Serious disturbances of order on campus will lead to suspension or possible expulsion.
• Respect for personal and university property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the University Honor Court for adjudication.
• We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.
• Students must comply with FNU’s Computer Use Policy at all times.

Policy Regarding Crime on Campus

As prescribed by Public Law 101-542, Title Two, Crime Awareness and Campus Security Act of 1990, each university MUST gather, publish and disseminate the following information to all students, employees and applicants of the University, beginning September 1, 1992 and each year thereafter.

A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal action or other emergencies occurring on campus and policies concerning the institution’s response to such reports.

B. A statement of current policies concerning security and access to campus facilities, including campus residence, and security considerations used in the maintenance of campus facilities.

C. A statement of current policies concerning campus law enforcement, including:

1. The enforcement authority of security personnel, including their working relationship with State and local police agencies;

2. Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

E. A description of programs designed to inform students and employees about the prevention of crimes.

F. Statistics concerning the occurrence on campus during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:

3. murder,
4. rape,
5. robbery,
6. aggravated assault,
7. burglary, and
8. motor vehicle theft.
G. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

H. Statistics concerning the following crimes occurring on campus:
   9. liquor law violations;
   10. drug abuse violations; and,
   11. weapons possessions.

I. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State under age drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws, and a description of any drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended.

The institution will be required to submit the information collected under paragraphs (F) and (H) above to the Secretary upon his request in order to allow the Secretary to fulfill the requirement of a report to Congress in 1995 on campus crime statistics.

Title II of Pub. L. 101-542 also requires the Secretary to amend the Program Participation Agreement (PPA) for the Title IV Programs to contain a new certification that the institution has established a campus security policy and disclosed the information contained in paragraphs (A) through (I) above.

The Department is currently revising the PPA and will send this revised version to institutions to sign and return early in the summer. (End of mandate.)

**Reporting of a Crime**

The following are to be used at Florida National University in the reporting and notifying of the commission of a crime or the attempt of the same on the University Campuses.

1. Since Florida National University does not have security personnel, any person witnessing the commission of a crime, or the attempt to do so, is obligated to report the same to the responsible authorities.

2. The Campus Dean is the first authority to be notified of the commission or attempted commission of a crime on or near the University campus. The Dean, then, has the obligation to notify the proper authorities while at the same time notifying the Office of the President.

3. Students witnessing crime commission or other campus disasters should notify, in case of inability to notify the campus dean, the nearest faculty member. This faculty member, in turn, is expected to take upon himself the responsibility of notifying the Deans office.

4. In the case of the incapacity of the Deans Office to react, the metro police and the local police are to be notified immediately by anyone witnessing the commission or attempted commission of a crime.

5. The handling of criminal acts is a matter for the professional law enforcement officer, and amateurs should not full heartily get involved with a crime; but, at the same time, all are expected to use common sense and aid the victim of a crime if possible.

**Crime Prevention**

Faculty, students and staff are all expected to use the common sense tools available to them to thwart and avoid the commission of criminal activity, by following these:
Rules of Prevention

1. Being certain that automobiles are tightly closed and locked. Never for an instant leave the keys in a car or the car without security precautions.
2. Never leaving visible packages or such in a car, even though it is locked.
3. Purses, coats or personal property should never be left out of the owner’s reach.
4. Never leaving books and class lab materials in unattended classrooms.
5. Never allowing prescription medicines leave the possession of the owner.
6. Reporting drug taking, or possession or sale of drugs on campus to the Campus Dean’s office, remembering at all times that persons who take, possess or sell drugs are a menace to themselves and every one in the community.
7. Reporting to the Dean’s Office possession, use, buying or selling of alcoholic beverages.
8. Reporting unsecured equipment or classrooms to the maintenance personnel or Dean’s Office.
9. Turning in lost and found articles to the receptionist immediately.
10. Never inspect your wallet and/or count your money in public.

Security and Access to University Facilities

The security of the University ultimately lies in the hands of the President, who has delegated this authority to the VP/Assistant CEO, the University Vice President, the Campus Deans, VP of Operations, and the maintenance personnel. The Campus Deans will work closely with the Student Services Department who in turn directs a program of awareness with the students.

All campuses are secured with master alarm systems which are activated by one of the above mentioned, according to day/night duty schedule.

At each orientation, every eight weeks, all students and university personnel are reminded of security, its necessity and their obligation to look out for each other and the security of the institution.

All members of the University community must wear the University ID at all times.

While each incidence of campus criminal activity is reported to the President’s Office, each Dean keeps a record of the criminal activity on his campus.

Policy Statements Concerning Drug and Alcohol Use on Campus

Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

FNU reserves the right to terminate, suspend and/or put on probation any student or employee who is under the influence of alcohol or drugs while on the University premises.

The University has a Drug Abuse program which makes use of experts in the field, featuring counseling, seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature. SEE APPENDIX
The FNU Drug Abuse Program follows the guidelines for such programs as required under section 1213 of the Higher Education Act of 1965 and as amended by the Drug Free Schools and Communities Amendments of 1989.

FNU supports and abides by the drinking laws of the State of Florida, especially with respect to underage drinking. The University supports Federal and State Laws on the sale, possession and use of illegal drugs.

**NOTE:** The Campus Security Report is published annually and is available online under the Consumer Information Link and found under Campus Security.

**Health and Safety Guidelines**

**Health and Safety**

The university campuses will be maintained according to good standards of health and safety, orderliness and quiet.

1. Health

   Cleanliness and sanitation are the basis of good health.
   a. The maintenance department will see that this transpires throughout the campuses.
   b. Every staff member will contribute his or her share to the daily fulfillment of this goal.
   c. Smoking is prohibited within the buildings.
   d. Drugs and alcohol are prohibited on all FNU premises and properties. Detection of their use will be cause for dismissal.

2. Safety

   a. Flammable materials will be properly labeled and stored.
   b. Exit doorways will be kept unobstructed.
   c. The maintenance department personnel will, in performing their tasks, have the necessary tools, gadgets, and any other assistance to do their work within a maximum level of personal safety.

**Employee First Aid Plan**

For employees who become ill or involved in an accident while on campus, the following procedures are to be followed:

1. If able to move, employee is escorted to front office.
2. Parents and/or spouse are contacted if staff member needs to go home, to a hospital, or to a doctor.
3. Rescue squad is to be called in the event of serious emergency.
4. Employee Accident/Illness Form is to be filled out properly for the records.

**Fire Prevention**

No smoking is allowed within the University premises.

In Medical and Dental Labs - Safety procedures taught must be practiced. In all rooms - Electrical equipment kept in good working order.
a. no frayed cords  
b. no wires exposed  
c. no flammable materials stored inappropriately

**Fire Control Plan**

1. All University members shall be aware of the nearest exit in case of fire and where the fire extinguishers nearest to them are.  
2. The Building plan should be posted in each classroom.  
3. Telephone number of fire department should be posted. (Dial 911)  
4. Twice a year a fire drill will be conducted.  
5. If the fire alarm sounds, the building must be evacuated.

**In Case of Fire**

1. Persons discovering fire will immediately inform the Campus Dean.  
2. If evacuation of the building is deemed immediately necessary, campus authorities will pull the fire alarm.  
3. Emergency Services (911) will be immediately called.  
4. In each class, the faculty member will keep order and escort students through the nearest exit. Nobody should lock any classroom doors during this procedure.  
5. All other persons will walk to the nearest exit in silence.  
6. Each faculty member will close the door, and turn off the lights of his/her own classroom on way out.

**Evacuation Plans**

Evacuation plans are posted at each classroom site, halls, and other building units. Use stairways. Do not use elevators.

**Disaster Plan**

Measures devised for implementation of a disaster plan include:

1. All emergency escape routes are clearly labeled, and staff and faculty are familiar with each.  
2. Fire extinguishers, adequate for a number of people in the building are easily accessible and in plain view.  

In the event of real, threatened or impending disaster the following procedures are to be followed:

1. Safety leader will be the Campus Dean with assistance provided by the medical staff. In the event of the Campus Dean’s absence, the Asst. Dean will take responsibility. All faculty present will hold joint responsibility for safety procedures.  
2. Seriously injured students will be transported to the closest trauma center immediately.

**Note:** Actions to be taken in case of hurricane. (On advise of NORAD)

**ADVISORIES ON HURRICANES CONSIST OF THREE MAIN ALERTS:**

1. On the announcement of a possible hurricane, all should start taking precautions necessary for up to a two week period without utilities, etc.
2. THIRTY-SIX HOURS BEFORE A HURRICANE, A HURRICANE WATCH IS ISSUED. At that time, classes may be canceled by a university administrator as there is no way of knowing precisely where or when the hurricane will hit and they often pick up speed as they head for land, so that one can not be certain that one has thirty-six hours of preparation, and one must always practice great caution.

3. TWENTY-FOUR HOURS BEFORE A HURRICANE IS TO COME ASHORE, A HURRICANE WARNING IS ISSUED.

Deans should keep posted on NORAD information bulletins. Telephone number for NORAD: 305-229-4522 and 305-229-4470
Appendices
FORMS FOR USE BY UNIVERSITY STAFF
Staff Employee Form

Hialeah  [ ]  South  [ ]  Training Center  [ ]

Date: ____________________________

From: __________________________________________

To: Mrs. Maria C. Regueiro, President

**Employee Information**

Name: _______________________________________    SSN: ________________________

Address: ____________________________________________________________________

______________________________________________________________________________

Phone: ________________________________________________________________

D.O.B.:   Month: ______ Day: ______ Year: ______

Position: __________________________________________ Schedule: ________________

Full-time: ___ Part-time: ___    Starting date: ________________

Rate/ Salary: $______ per hour; $________ per year

Drug Test Control No.: _____________

______________________________________________________________________________

Requiring your approval to process the personnel file,

_________________________________________    Date:__________________________

Signature Campus Dean

_________________________________________    Date:__________________________
FLORIDA NATIONAL UNIVERSITY
Deficiency of Policy
Solution / Recommendations

1. The following situation is the result of a deficiency in Policy (whole or partially).

______________________________________________________________________________
______________________________________________________________________________

2. There (is) (is not) an existing policy. (Attach a copy of existing policy, if applicable.)

______________________________________________________________________________
______________________________________________________________________________

3. The policy to be effective should cover or be changed to cover these key points:

______________________________________________________________________________
______________________________________________________________________________

4. A policy or a change in policy will accomplish these results:

______________________________________________________________________________
______________________________________________________________________________

5. Recommended Action:

______________________________________________________________________________
______________________________________________________________________________

Note: If you have any recommendation for changes or additions to the policy manual, please complete the form above and return it to the Office of the President, Mrs. Maria C. Regueiro.
Faculty Employee Form

Hialeah ☐ South ☐ Training Center ☐

Date: __________

From: _________________________________________

To: Mrs. Maria C. Regueiro, President

Employee Information

Name: ______________________ SSN: ______________________

Address: ____________________________________________________________________________
____________________________________________________________________________________

Phone: ____________________________

D.O.B.:   Month: ____ Day: ____ Year: ____

Position: ______________________ Division: ________________

Full-time: ____ Part-time: ____ Starting date: ______________

Rate/ Salary: $______ per hour; $________ per year; $________flat rate.

Drug Test Control No.: _____________

________________________________________________________________________

Requiring your approval to process the personnel file,

__________________________________Date: ___________________Date: 

Vice-President of Academic Affairs Campus Dean

____________________________________Date: 

Division Head
FLORIDA NATIONAL UNIVERSITY
Release of Current: Employee Information

I _______________________, _____do _____do not authorize Florida National University to verify the following information upon written or telephone inquiry:

_________________________________________ Job Title

_________________________________________ Employment Date

_________________________________________ Compensation (annual, hourly)

_________________________________________ Date  Employee’s Signature

_________________________________________ Name (Printed)
FLORIDA NATIONAL UNIVERSITY
Release of FORMER: Employee Information

I ______________________, ______do _____do not authorize Florida
National University to verify the following information upon written or telephone inquiry:

_________________________________________ Job Title

_________________________________________ Employment Date

_________________________________________ Compensation (annual, hourly)

_________________________________________ Name (Printed)

_________________________________________ Date

_________________________________________ Employee’s Signature
FLORIDA NATIONAL UNIVERSITY
Office of the President
Release of Responsibility

PROSPECTIVE STUDENT/EMPLOYEE OF FNU
All Students, as well as Employees, of Florida National University are herewith obligated to inform the University of any disabilities or medical conditions which might lead to special considerations (the calling of Physician, Ambulance, Special Medicines, etc.)

These conditions or disabilities must be in the student’s or employee’s files with instructions as to what the University or its instructors, etc., should do in case of events arising from these conditions or disabilities.

Although Florida National University makes reasonable efforts to accommodate a person’s disability, as long as such accommodation does not create an undue hardship. The University cannot take upon itself the responsibility for problems arising from disabilities or medical conditions, or the consequences thereof. Therefore, each student is asked to sign the following declaration:

“FLORIDA NATIONAL UNIVERSITY will be held harmless for any medical problem or any consequences thereof that I may suffer while being physically on the premises or attending classes at any of the University Campuses or Offices. I understand that providing medical services is not the University Responsibility.”

This statement is signed as part of the student’s records and will be part of the student life.

____________________________________  __________________
Student’s Signature                      Date

____________________________________  __________________
Employee’s Signature                    Date
Student/Employee Accident/Illness Form

Name of Employee: ____________________________________________________________

Date of Accident: __________________________ Time occurred: ______________

Location Accident occurred: _______________________________________________________________________________________

Signature (Injured Party): __________________________________ Date: ______________

Witness (es) Signature: __________________________________ Date: ______________

Witness (es) Signature: __________________________________ Date: ______________

Signature of Person Completing Form (If other than the injured party):

__________________________________________________________ Date: ______________

Type of Accident or Injury: _______Sprain _______ Cut _______ Burn

Other: ___________________________________________________________________________

How did it happen?

________________________________________________________________________________

Witnesses: (Student/Faculty/Staff)

________________________________________________________________________________

Where taken?

Brief Narrative by Injured Party:

________________________________________________________________________________

________________________________________________________________________________
Employee Vacation Form

Hialeah □   South □   Training Center □

Attention: Mrs. Maria C. Regueiro, President

Date: ___________

Name: _________________________ Position: ________________________________

I have been working full time at FNU: □ intermittently □ steadily

Since _______________. This is a total of _______ and _______.
(Date of first assignment) (Years) (Months)

My service at FNU allows me vacation time for _____ weeks. I would like to take
my vacation from _______ to _______ and, back to work on: ________

FOR THE OFFICE OF THE PRESIDENT USE ONLY

This request has been: approved □ unapproved □

Comments: _______________________________________________________
________________________________________________________________
________________________________________________________________

_______________________________________________________________

Maria C. Regueiro, President Approval Signature

_______________________________________________________________

Date: ________

Dean - Approval Signature

_______________________________________________________________

Date: ______

_______________________________________________________________

Date: ______

_______________________________________________________________

Date: ______

CC: Controller’s Office (Original)
FLORIDA NATIONAL UNIVERSITY
Change of Address/Telephone Numbers

Date: ______________________

Employee Name: __________________________________________________
(Please Print)

S.S.#: __________/_____________/_____________

Campus: □ Hialeah  □ South Campus  □ Training Center

New Address: _______________________________________________________

Telephone Number: ________________________________________________

Cellular: _________________  Other Phone: ____________________________

For Office Use Only ****

Date Posted: ________________  Initials: ________________
NOTICE TO STUDENTS AND EMPLOYEES:

Florida National University has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

PHASE ONE

WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. **SCHEDULE A** specifically details the Uses and Effects as it relates to alcohol.

PHASE TWO

THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

- Florida National University 4425 West 20 Ave, or any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the University.

PHASE THREE

LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS:

Please refer to **SCHEDULE B**.
PHASE FOUR

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT

Non-compliance will result in the following action being taken by this institution:

a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

b. Community service with one of the above stated agencies.

c. Termination of enrollment.

SCHEDULE A

ALCOHOL USES AND EFFECTS
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B

DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Addicts Rehabilitation Center, Miami, Florida

2. Drug Free Living, Inc., Miami, Florida
3. Alcoholics Anonymous, Inc., Miami, Florida
4. Odyssey House, Inc., Miami, Florida
5. Pills Anonymous, Inc., Miami, Florida
6. National Association for Drug Abuse, Miami, Florida

**SCHEDULE C**

**FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceed 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram, 21 U. S. C. 853 (A)(2) AND 881 (A) (7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

21 U. S. C. 861 (A) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844a

Civil fine up to $10,000 (pending adoption of final regulations).

21 U. S. C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.
18 U. S. C. 922(8)

Ineligible to receive or purchase a fire arm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilots licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF FLORIDA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

BLOOD ALCOHOL LEVEL OF 0.05

1 ST OFFENSE: Imprisonment for not more than 1 year and/or $350-$500 fine; suspension of license at least 6 months.

2ND OFFENSE: Within 10 years, fine of not less than $500; 1 year license revocation.
FLORIDA NATIONAL UNIVERSITY
COMPUTER USE POLICY (the “Policy”)

I. Purpose

To support the mission of Florida National University and the needs of the Students, Faculty, and Staff, by facilitating the use of information systems.

II. Agreement to the Policy

By using any of the Computing Resources (defined below) of Florida National University, Users (defined below) expressly agree to strictly abide by the terms and conditions contained within this Policy, in its current form and as amended from time to time.

III. Definitions

1. The “University” or “FNU” shall refer to Florida National University.

2. “Computing Resources” shall refer to any and all University facilities, hardware, software, computing services, networks, websites, social media, and computer accounts used by the University, its agents, vendors, other authorized users, employees, faculty, and/or students. The term “Computing Resources” shall expressly include, but in no way be limited to, all computers (desktop computers, laptop computers, and server computers), networks, software-as-a-service (SaaS) services, cloud-based services, disk drives, disks/discs (including but not limited to floppy disks, CD’s, and DVD’s), flash memory drives, tape drives, removable media, removable storage, portable storage devices, and storage media.

3. “Electronic Communication” shall refer to (but shall not be limited to) electronic mail, instant messaging, electronic messaging, social media communications, or any other form of communication transmitted through a computer network, the internet, or a similar medium.

4. “Data” shall refer to any and all information residing on or transmitted through the University’s Computing Resources.

5. “Users” shall refer to those individuals authorized by the University’s administration to use the University’s Computing Resources. The term “Users” shall expressly include all of the University’s students, faculty, staff, employees, visitors, and guests.

IV. Policy Statement

The Computing Resources of the University are the property of the University. The use of the Computing Resources is a privilege granted by the University to Users. The University requires that all Users act responsibly in using the Computing Resources, and do so in compliance with all local, state, and federal laws, all applicable administrative regulations and policies, all contractual and license agreements, and all policies of the University.
Users are entitled to use the Computing Resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the University, and other activities as may be approved by the University’s administration.

Users are responsible for the appropriate use of the Computing Resources, and for taking reasonable precautions to secure all Computing Resources and Data used by them. Users are responsible for reporting inappropriate use of the Computing Resources and Data, and any suspected or actual breaches of computer security, and are responsible for assisting in resolving such matters. Users are responsible for promptly reporting to the University in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Computing Resources. Users are responsible for adhering to the University’s policies and practices as described herein, and in other policy manuals of the University, to ensure that the Computing Resources and Data are used in accordance with the University’s policy guidelines, and reasonable measures are taken to prevent loss or damage of Computing Resources and Data. Users must report all malfunctioning equipment immediately including copiers, computers, computer accessories, printers, network equipment, projectors, etc. to support@mm.fnc.edu, or call 305-821-3333 ext. 1031.

V. Proprietary Information

All forms of Data are considered confidential. All forms of Data produced by the University employees on or with the University computers and network resources are the property of the University. All forms of Data either stored or transmitted are considered property of the University.

Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the University, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited.

Any Computing Resources used while employed by the University must be returned, along with the User’s password, identification code, and any other appropriate information necessary for the University to continue using the respective Computing Resources and information, uninterrupted.

VI. Password Selection and Protection

Select difficult passwords. Change them regularly, and protect them from snoopers. Serious damage can be done if someone gets your password.

Do not share your password with anyone. Do not write your password down where someone can find it, and do not send it over the Internet, Intranet, e-mail, dial-up modem, or any other communication line.

1. Use 8 or more characters, and at least one numeric character. Your password should not include your login ID, your name, your spouse’s name, your partner's name, your children’s name, your pet's name, or any other names commonly known to others.
2. Your password should not be a word pertaining to the University, your work, or an activity that you participate in or follow that is commonly known.
3. Your password should not include anything derogatory, offensive, or defamatory. If you have a question about password selection or safekeeping, please see the System Administrator.

**DO NOT LEAVE YOUR COMPUTER LOGGED ON AND UNATTENDED. WHEN STEPPING AWAY FROM YOUR COMPUTER AT ANY TIME (EVEN IF FOR JUST A SHORT PERIOD OF**
TIME), MAKE SURE YOUR SCREEN IS LOCKED AND PASSWORD-PROTECTED. IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCEDURE, PLEASE ASK FOR ASSISTANCE.

Do not log on to your system if someone can see you keying in your password. Make sure your computer is set to deny access after three unsuccessful attempts. Report any irregularities flagged by your computer. Turn off your computer at the end of your scheduled workday. If you use a remote access program, and you need to leave your computer on, be sure the computer is locked and it is in a locked room.

USERS MUST IMMEDIATELY REPORT TO THE UNIVERSITY ANY KNOWN USE BY ANOTHER OF THEIR ACCOUNT, LOGON ID, PASSWORD, PIN, TOKENS, ETC.

VII. Use of Personal Software

Users may NOT use or install personal software or programs (whether obtained by purchase, on a trial period, free of charge, or otherwise) on the University’s Computing Resources at any time or for any reason.

VIII. Acceptable Use, and Prohibited Activities

Computing Resources may only be used for legal purposes. Examples of prohibited activities (“Prohibited Activities”) include, but are in no way limited to, the following (all of the following Prohibited Activities shall expressly include, but not be limited to, engaging in any such conduct through the use of internet, intranet, micro-blogging, and/or “social media” sites):

1. Accessing or attempting to access the Computing Resources without the approval of the University;

2. Attempting to alter or damage Computing Resources or Data, or any other property (whether tangible or otherwise) belonging to the University, other Users, others, or external networks;

3. Attempting or actually gaining unauthorized entry to the University’s network or external networks, or accessing in any manner the private files of another, except as may be provided by appropriate authority;

4. Stealing or unauthorized copying of Data or other information without permission;

5. Posting, sending, or transmitting any sensitive, proprietary, and/or confidential information (or disclosing any information which is not otherwise public) outside of the University and/or to anyone not reasonably authorized to obtain such information;

6. Intentional propagation of computer viruses, Trojans, worms, etc., or the introduction of any self-replicating and/or malicious code (or any other code whose purpose is to damage or hinder a computer or network system) into the Computing Resources or any other system maintained by any other individual and/or entity;

7. Performing any act which may, or is reasonably likely to, degrade the performance of the Computing Resources (including but not limited to utilizing an unreasonable amount of bandwidth). Such acts may include, but are not limited to, downloading media files such as music and video files, and the playing of video games;

8. Violation of any local, state, or federal laws, or any administrative regulations or policies, or performing any act which is reasonably likely to result in violation of same, including but in no way limited to copyright and/or other intellectual property laws;
9. Performing any act which causes or is reasonably likely to cause damage to any of the University’s Computing Resources, Data, or the property (whether tangible or intangible) of another;

10. Using the Computing Resources in connection with a denial-of-service attack, or a distributed denial-of-service attack;

11. Performing any act intended to, or reasonably likely to, circumvent security or access controls of the Computing Resources, or the systems of any other individual and/or entity, including but not limited to the possession or use of any software or hardware used or reasonably likely to be used for purposes such as analyzing network performance or security, circumventing or removing software copy protection, revealing or uncovering passwords, identifying or probing security holes or vulnerabilities, decrypting files without authorization or without the proper decryption key/password, or otherwise exposing or weakening computer security methods, etc.);

12. Violating any software license agreements;

13. Software piracy;

14. Transmitting speech not protected by the First Amendment;

15. Promoting or maintaining a private business;

16. Sharing or using someone else’s login information (login ID and/or password);

17. Performing any fraudulent or illegal activities, including but in no way limited to: gambling, trafficking in drugs or weapons, participating in terrorist activities, participating in any pyramid or Ponzi schemes, or attempting or gaining unauthorized entry into any computer system, whether part of the Computing Resources or otherwise;

18. Publishing information or performing any act that results in defamation, libel, disparagement, or portrayal in a false light.

19. Using the Computing Resources in any manner that could be reasonably deemed as unethical and/or unprofessional by the University.

20. Using the Computing Resources in any manner that could be reasonably deemed as bullying and/or harassment towards any other person or group of persons.

21. Sending out any unsolicited commercial email or Electronic Communication whatsoever. Any unsolicited commercial email or Electronic Communication which is otherwise permitted by applicable laws, shall only be sent with the advance express written approval of the University’s administration, and then only from an account designated by the University’s administration.

22. Sending out any email or Electronic Communication which contains pornographic, racist, bullying, harassing, or otherwise offensive content, or content which is reasonably likely to be deemed by anyone as containing such content;

23. Sending out, perpetuating, or re-transmitting, any chain letters via an Electronic Communication;
24. Sending out, perpetuating, or re-transmitting, any mass mailings whatsoever, whether for commercial purposes or not, via an Electronic Communication;

25. Sending out any malicious code, or code which is designed to (or actually does) damage or hinder performance of any computer system or network, via an Electronic Communication;

26. Sending out any email or Electronic Communication which contains a falsified or misleading header or header information, or an alias sender;

27. With respect to internet, intranet, micro-blogging, or “social media” sites, establishing any group, subgroup, listserv, mailing list, fan site, fan club, fan page, pseudonym, custom URL, or any other similar identity, which either purports to be or could reasonably be interpreted to be an official identity of the University, without the University’s prior express written permission to do so;

28. Transmitting any Electronic Communication which either purports to be or could reasonably be interpreted to be an official communication of the University, without the University’s prior express written permission to do so.

IX. Back-up

Students are responsible for safeguarding the work and information they produce and must backup their information frequently (but no less than daily) to a removable memory device of their own. If visitors and/or guests wish to save any of their data, they must do so only to a removable memory device. The University is not responsible for any data loss suffered by a student, visitor, and/or a guest. Additionally, students, visitors, and guests should retain a current secondary backup of all of their data. The University shall not be responsible for damage or data loss to any removable memory device.

Faculty and staff are responsible for saving all of their University-related work on the University’s servers. Saving information on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited. Activity on the Computing Resources is monitored for tampering, security breaches, and compliance with this Policy. Maintenance and back-ups are performed on the servers daily.

X. No Expectation of Privacy

Users shall not have any expectation of privacy in connection with their use of the Computing Resources. The University expressly reserves the right to audit and monitor all Data and use of the Computing Resources.

XI. Hosted Service and Third-Party Control of Data

The University stores its Data (and any backups thereof) on file storage (in the form of file servers and/or other media) which is located at a remote hosting, service, and storage facility (or facilities) maintained and controlled by a third-party provider (or third-party providers). However, the University reserves the right to maintain its Data (and any backups thereof) internally, in the University’s sole discretion and without further notice.

XII. Computer Resource Availability

The University’s IT resources are divided between the Student Labs, the Library, the Resource Rooms, the Faculty, and the Staff.
Computer Labs are used Monday through Thursday from 8:30 A.M. to 12:30 P.M. and from 6:00 P.M. to 10:00 P.M. for teaching as per the Master Schedule. Monday through Friday, one lab at each campus will be open from 8:00 A.M. to 10:00 P.M. with a lab assistant. All labs must remain locked when not in use. The computers will be available to the students under the supervision of the Instructor or lab assistant. A Faculty or Staff member must supervise the students if a lab assistant is not present. The computers will be used to teach the approved curriculum. Instructors must refer to the Master Schedule for availability of the Computer Labs. The Computer Labs are available to Faculty and Staff when class is not in session.

Library and Resource Room Computers are available from 8:00 A.M. to 10:00 P.M., Monday through Thursday, and 8:15 A.M. to 8:00 P.M. on Fridays. These computers are available on a first come first serve basis; the users are limited to 30 minutes if there is someone waiting to use them. If no one is waiting to use the computer, users may stay on as long as needed. There is a $0.10 (ten cents) per page charge to print in black and white. There is a $0.25 (twenty five cents) per page charge to print in color. Color printing is only available at the Hialeah Campus.

Students must use the computers for work related to their field of study and must leave the computers in the same state of functionality as they found them. Users MAY NOT disable or make changes to any computer or network settings, install programs, download programs of any kind, bypass the content filter or firewall, open any computer or remove from the University’s premises any component of the Computing Resources. The Library and Resource Room computers cannot be opened or altered under any circumstances. Course work calling for alteration of a computer must be done in the approved computer lab only. The student is responsible for safeguarding the work and information they produce and must backup their work and information daily to a removable memory device of their own.

Faculty office computers are accessible to the faculty only and are available to them during Campus hours of operation; these computers operate Campus Vue Software, Microsoft Office, and Windows Operating System, and are password protected. Faculty computers must be used for the University’s work only. The student records are processed and kept in Campus Vue Software. Campus Vue Software has many levels of security and has integrated modules including: Admissions, Financial Aid, Registrar, Student Accounts, and Placement. Everyone using Campus Vue has security levels appropriate to the work they will be performing. Each faculty member is responsible for saving all of their University-related work on the University’s servers. Saving information on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited.

Staff computers are available only to staff and only during their scheduled work hours; these computers operate Campus Vue Software, Microsoft Office, and Windows Operating System, and are password protected. Staff computers must be used for university work only. The student records are processed and kept in Campus Vue Software. Campus Vue Software has many levels of security and has integrated modules including: Admissions, Financial Aid, Registrar, Student Accounts, and Accounting. Everyone using Campus Vue has security levels appropriate with the work they will be performing. Each staff member is responsible for saving all of their University-related work on the University’s servers. Saving information on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited.

Users MAY NOT disable or make changes to any computer or network settings, install programs, download programs of any kind, bypass the content filter or firewall, open any computer, or remove from the University’s premises any component of the Computing Resources.
XIII. Violation of the Policy

Any User who violates this Policy (or any portion of this Policy) shall, in the University’s sole and absolute discretion, have their access to the Computing Resources suspended and/or terminated, and/or shall be subject to any other lawful administrative action by the University, up to and including termination of employment and/or expulsion, as applicable.

XIV. Waiver; Non-Waiver

No portion of this Policy (nor this Policy as a whole) may be waived by any employee or faculty member of the University. Any waiver or purported waiver of this Policy (or any portion of this Policy) by the University shall not operate as a waiver as to any future or subsequent violation(s) of this Policy (or any portion of this Policy) by any User.

XV. Changes to this Policy

This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Computer Use Policy shall immediately become the official Computer Use Policy of Florida National University.

Revision 02-2011.