

DEFINITIONS

Academic dishonesty - expressly prohibited behavior which incorporates one or more of the following:

A. Cheating - which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade.

B. Plagiarism - which is defined as the act of stealing or passing off as one's own work the words, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.

C. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data; lying; unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, unauthorized assistance from electronic/cellular devices in taking quizzes or tests, intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor, and any other act of misconduct which may reasonably be deemed to be a part of this heading.

(Board Rule 11.1: APM 11-0604)

Accession – to record the addition of a new item to the Archival Collection. **(APM 02-1404)**

Accounts Receivable - Amounts recorded on the College's financial statements as being due from a student, third party or agency. **(APM 04-1202)**

Accredited Institution - an institution of higher learning accredited to grant an Associate or higher degree by one of the following six regional accrediting bodies:

- * The Southern Association of Colleges and Schools
- * The Middle States Association of Colleges and Secondary Schools
- * The New England Association of Schools and Colleges
- * The North Central Association of Colleges and Schools
- * The Northwest Association of Secondary and Higher Schools
- * The Western Association of Schools and College

For purposes of employment, the College may also recognize degrees granted by institutions accredited by programmatic accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA), by the U.S. Department of Education (included in Database of Accredited Postsecondary Institutions and Programs) or recognized by or a part of their relevant national education agency, e.g., the American Bar Association (ABA). Recognition of such agencies affirms that the standards and processes of the College are consistent with the academic quality, improvement, and accountability expectations that the College has established.

(APM 02-1104; APM 03-0310; APM 03-0601)

Active service - continuous and consecutive service to the College for which the individual incurs no loss in pay for any period of time during the full College base work year for the employee's category, except for sick leave during the College Year, which may be without pay, provided such sick leave does not exceed the sick leave the employee accrued during that year and/or accrued from prior College years. **(Board Rule 3.3)**

Actual cost of duplication - the cost of the material and supplies used to duplicate the record, but does not include the cost of labor or overhead costs associated with such duplication. **(APM 02-1402)**

Ad hoc Committee - An advisory body appointed to make recommendations pertaining to a limited (single) subject area whose task is generally complete upon acceptance of the final report of the body. **(Board Rule 1.5)**

Administrative personnel - any person employed by the College in a designated administrative position, whose primary duties involve the directing, scheduling, or supervising other College employees; evaluating and recommending the employment or termination of other College employees; allocating, managing and scheduling resources and facilities; serving in positions involving planning, development, and utilization of personnel, resources, and facilities.

Administrative Procedures - Steps or courses of action to guide College employees in the implementation of State Statutes, State Board of Education Rules, District Board of Trustees Rules.
(APM 02-0206)

Administrative Unit - An organizational unit with responsibility for one or more College functions and the rules and procedures which pertain to these functions.

Advancement - an upward movement in pay grade in the same or another employee category with an increase in responsibilities and pay.
(Board Rule 3.3)

Affiliation Agreement - A contract wherein another entity provides a comprehensive learning experience including, but not limited to, nursing and other allied health students from the College within an internship setting on site at the other party's facility. **(APM 02-0303)**

Agency Sponsored Courses (Not at risk) - An agreement by an entity to pay standard tuition and fees for their employees or other individuals for publicly available courses. **(APM 02-0303)**

Annual contract - the legal agreement authorized by the Board to be entered into with the employee in a form prescribed by the District Board of Trustees, which is for a period not to exceed twelve (12) months and which sets forth the beginning and ending dates of the year's employment together with the obligations of the Board and the employee. **(Board Rule 3.3)**

APA Items - pertain to the adoption, modification or repeal of Board Rule and those actions which have general applicability to all employees or students thereby requiring a public hearing in accordance with the Administrative Procedures Act. **(APM 02-0206)**

Appeals Deadline - The deadline for all appeal forms and documentation is the longest session (e.g., A16, A14, etc.) withdrawal deadline of the following term. Appeals will not be accepted after the deadline. Incomplete appeals will not be accepted. All appeals are listed on the appeal form. **(Board Rule 11.1; APM 11-0602)**

Appointment - the act of placing an individual in an established position. **(Board Rule 3.1, Board Rule 3.3; APM 03-0304, APM 03-0305, APM 03-0309, APM 03-0311)**

Archival Records - information of such historic value to the College as to demand permanent retention and preservation. Archival Records are limited to analog formats, not requiring technology for conversion to a human readable format. Archival Records may not necessarily originate as Public Records, however become such upon receipt by the College as provided by Chapter 119, F.S.. Archival formats include paper, photographs, films, Mylar or other stable media upon which analog data has been encoded - either published or unpublished. Archival Records have value based on informational content and as artifacts and exhibits. The College Archives shall preserve and make available to the public the permanent historic public and private records of the College in its custody. **(APM 02-1404)**

Authorized position - a position included in an approved budget. **(Board Rule 3.1, Board Rule 3.3; APM 03-0304, APM 03-0305, APM 03-0309, APM 03-0311)**

Autism Spectrum Disorder - Disorders characterized by an uneven development profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests or activities. **(APM 10-0505)**

Base salary for employee - the salary to which the individual is entitled based upon Board rules without allowance for the position which the employee is occupying. **(Board Rule 3.3)**

Base salary for position - the minimum starting salary assigned to a position. **(Board Rule 3.3)**

Base work year for administrative, career, and professional personnel - the fiscal year. **(Board Rule 3.3)**

Board - District Board of Trustees of Florida State College at Jacksonville. **(Board Rule 1.4)**

Break in service - an interruption in the continuous and consecutive service for any period of time during which the employee receives no pay.

Campus - the designation given by the Board to a single permanent educational facility or location, under the administrative supervision of a Campus President. Temporary, part-time and other remote locations or facilities which are geographically separate from but are under the administrative supervision of the Campus President shall be considered a part of the designated campus.

Career employee - an individual hired for regular employment in a classified position with an assigned pay grade.

Class A Travel - Continuous travel of 24 hours or more away from headquarters. **(APM 04-1001)**

Class B Travel - Continuous travel of less than 24 hours that involves overnight absence from headquarters. **(APM 04-1001)**

Class C Travel - Travel for short or day trips where traveler is not away from his or her headquarters overnight. **(APM 04-1001)**

Collection Agency - A third party engaged by the College to pursue the collection of delinquent accounts receivable and obligations. The debt will not be referred to a collection agency if the College has received notice of a Bankruptcy Filing. **(APM 04-1202)**

Collective Bargaining Agreement - the "Agreement" governs the terms and conditions of employment and compensation for full-time instructional personnel including teaching faculty, counselors and librarians designated as members of the bargaining unit. **(Board Rule 3.24)**

College – Florida State College at Jacksonville.

College Vehicle - any land motor vehicle designed for use on public roadways (cars, buses, vans), but does not include mobile equipment. (APM 06-1005)

Collegewide Agreement - Any contract that has substantial political, social, or financial impact on the College, requires resources of more than one campus, or has greater than a three year term. (APM 02-0303)

Committee - A duly appointed body charged with making recommendations to the College administration. Such bodies are advisory in nature and have no policy or procedure powers.

Common Carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm. (APM 04-1001)

Compensatory time – is paid time off in lieu of payment for overtime hours for non-exempt employees. Compensatory time is provided at a ratio of one and one-half times the number of overtime hours worked. (APM 03-0801)

Competitive sealed replies - the process of receiving competitive offer that were transmitted by secure electronic means. (Board Rule 5.1)

Competitive solicitation - an invitation to bid, a request for qualifications, a request for proposals or an invitation to negotiate. (APM 05-0601)

Complaint and grievance - the dispute resolution processes established to resolve employee complaints of an alleged violation of a College Board Rule or Administrative Procedure that results in an adverse employment action against the employee. (Board Rule 3.55; APM 03-1404)

Complainant - an employee or a group of employees that file a complaint. (Board Rule 3.55; APM 03-1404)

Consent - is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. The lack of a negative response is not consent. An individual incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Effective consent also may not be given by minors or the mentally disabled. (APM 11-0801)

Constituent Group - A duly appointed body with similar areas of concern to those of a particular administrative unit and who can provide input to that unit on matters of mutual concern. Used extensively in the review and approval of administrative procedures.

Contact hours - regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the Board.

Continuous attendance - continuous and consecutive service during which there has been no break in service.

Continuous satisfactory service - continuous and consecutive presence or authorized absence within the time period established by the Board for service to the College, during which time the employee received pay, except for sick leave during the College Year which may be without pay, as otherwise provided.

Contract - A contract is any agreement, regardless of label, between the College and another entity or individual that creates mutual obligations that may or may not include the exchange of funds. Agreement, Letter of Intent, Letter of Agreement, and Memorandum of Understanding are examples of other labels frequently used for contracts. **(APM 02-0303)**

Copy of Record - public records specifically designated as the official, retention copy. For records created within the College, the office of origin has the copy of record. For records received by the College from outside the College, the unit which performs the last administrative act has the copy of record. **(APM 02-1401)**

Council - A duly appointed or elected body similar to a committee, except that membership is generally limited to employees from a single employment category or a single major administrative unit.

Council of Presidents - the "Council" is comprised of each Florida College System president, and serves as the major policy recommendation body of the Florida College System institutions. **(APM 02-0208)**

Covered Account - is a consumer account that involves multiple payments or transactions, such as a loan or payment plan that is billed or payable on a future date, or multiple payments in arrears, in which a “continuing relationship” is established or any other account for which there is a reasonably foreseeable risk from identity theft. **(Board Rule 2.29; APM 02-0410)**

Creditor (under the Red Flags Rule) - The College is considered such because it allows students to register now and pay on a future due date and offers institutional payment plans to students **(Board Rule 2.29; APM 02-0410)**

Custodian - Any College employee who has College records in his/her custody and control is considered a “custodian” of those records. In addition, those College employees who have been specifically charged with the responsibility for maintaining certain public records within their office are considered the “custodians” with respect to such records. **(APM 02-1401)**

Customized Training - supplemental instruction; requested by a private employer solely for the benefit of his/her employees; designed for persons who are employed; not open to public enrollment; and has one or more intended outcomes.

Customized Training Contract - Training, courseware development, management, training related services, or any other revenue generating contracts, normally with employers for the purpose of improving the job and academic performance of its employees or agents. **(APM 02-0303)**

Deaccession - to officially remove an item from the listed holdings of the Archival Collection. **(APM 02-1404)**

Decision or intended decision -

- a. The issuance of the specifications related to the competitive solicitation
- b. Rejection of a response or all responses to a competitive solicitation; or
- c. Intention to award a contract resulting from a competitive solicitation as indicated by a posted solicitation tabulation or other written or electronic notice.

(APM 05-0601)

Delinquent Accounts Receivable - Debts owed to the College for more than 60 days, unless extended payment terms have been specifically allowed by Florida statute, and authorized by the appropriate College administrators. **(APM 04-1202)**

Demotion - reassignment or reduction to a lower position based on performance level.

Department - An organizational unit established with responsibility for a single function or combination of related functions under the budgetary control of a College administrator.

Description - a grouping of positions similar in the kind or subject matter of work that warrant the same minimum qualifications, but may warrant a different level of pay based on the duties and level of responsibility.

Discrimination - treating any member of the College community differently than others are treated based upon race, ethnicity, creed, color, national origin, religion, age, sex, gender, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations against students, employees, applicants for admission and applicants for employment. Discrimination in the terms and conditions of employment based upon a bona fide occupational requirement or distinction (i.e., gender-specific restrooms, athletics, and other such areas) is not a violation of this policy. **(APM 02-1301, APM 02-1302, APM 02-1303)**

Dismissal - the action taken by the Board to separate the individual from service with the College.

Disposition List - A list of records eligible for destruction based on approved Retention Schedules, including Schedule and Item Number, Record Series Title and eligible inclusive dates. This list is required per Rule 1B-24, FAC. **(APM 02-1403)**

District - Duval County and Nassau County. **(Board Rule 13.5)**

Duty to Obey All Applicable Laws - The College and all its employees, business partners and student workers must obey all applicable state and federal laws. **(APM 02-0211)**

Emergency Authority (EA) – The College President, Vice Presidents, Campus Presidents, or Designee, Director of Campus Security and Captains within the Department of Campus Security.
(APM 06-0910)

Emeritus Status - an honor conferred by the College President to former faculty, staff and administrators whose contributions have made Florida State College at Jacksonville one of the finest state colleges in the nation. **(APM 02-0201)**

Emotional and Behavioral Disorders - Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness or attention deficit disorders. **(APM 10-0505)**

Employee - any person receiving direct salary payment for work performed in a regularly established position (temporary, part-time, or full-time).

Employee category - instructional personnel, administrative personnel, professional personnel or career service personnel.

Entrance salary - the step assigned by the Board as the minimum salary the employee shall receive for performing the duties of the assigned position.
(Board Rule 3.3)

Established position - an authorized position provided in the approved budget.

Exempt employee – an employee assigned a job designated as exempt is not governed by the Fair Labor Standards Act (“FLSA”) concerning overtime pay. Jobs that are classified as “Executive”, “Administrative”, and “Professional” are designated as exempt and are not entitled to overtime pay as referenced in the FLSA (See 29 USCA section 213). **(APM 03-0801)**

Experience - the knowledge, skill and/or practice derived from direct satisfactory performance of tasks assigned to the position for a given period of time.

Experience, directly related - the knowledge, skill and/or practice derived from direct satisfactory performance of tasks assigned to a position, which clearly parallels and/or is intricately a part of the tasks to be performed for the College. The Dictionary of Occupational Titles, United States Department of Labor, with the duties set forth therein, shall be used to determine applicability.

Experience, verification - the certification by the employer, which bears the employer's original signature or the original signature of an individual acting on behalf of the employer in an official capacity, which attests to the knowledge, skill and/or practice exhibited by an individual through direct satisfactory performance of work, which sets forth the actual beginning and ending dates of such employment, job title, description of duties and responsibilities, the degree of success, the pay classification for such position (full -time, part-time, non-pay, internship, etc.) which may be utilized to determine the year(s) to be considered for placement of the individual as a College employee and the salary to be paid by the College for services rendered in the assigned position.

Experience, work - the knowledge, skill and/or practice derived from direct satisfactory performance of tasks assigned to the position, which shall include performance of job functions and duties related to those to be performed for the College.

Experience, year of - the knowledge, skill and/or practice derived from direct satisfactory performance of tasks assigned to the position for which the individual was employed on a full-time or part-time basis when one day more than half of the position's work year was served.

Extensive - for the purposes of work related to a Public Record Request shall mean thirty minutes or more. **(APM 02-1402)**

External Educational or Academic Program - A partnership where the College outsources the instruction for a program or course(s) to be taught by an individual who is NOT a Faculty or Adjunct Faculty member or employee of the College, where the College awards college credit, vocational clock-hour credit or certificate credit for the program or course(s). This type of agreement may be classified as a consortia agreement by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) and must comply with certain requirements described in APM 02-0703. **(APM 02-0703)**

Faculty - any person contracted by the College as a professor, librarian or counselor.

Failure to Uphold the Duty to Obey the Law - Failure to follow applicable laws can result in a conviction of misdemeanor and felony offenses, and could result in imprisonment and/or fines and restitution. **(APM 02-0211)**

Fiscal year - College year for administrative, career, and professional personnel (July 1 through June 30).

Flex time -

Exempt employees: temporary flexible scheduling arrangement to accommodate time off on one day for work performed beyond the regular work schedule of another with prior approval of supervisor.

Non-exempt employees: voluntary temporary flexible scheduling arrangement in lieu of overtime or compensatory pay with the documented approval of their supervisor.

(Board Rule 3.21; APM 03-0801)

Florida Disaster Volunteer Leave - a leave of absence with pay for not more than fifteen working days in any twelve consecutive month period for participation in specialized disaster relief services upon the request of the American Red Cross or the Florida Division of Emergency Management. (APM 03-1004)

Formal Written Protest - is a formal written complaint that states with particularity the facts and law upon which the protest is based. (APM 05-0601)

Full pay status - the continuous and consecutive payment by the College of full salary to the career, professional or administrative employee for actually performing assigned duties of the position to which appointed and/or authorized leave for which such full salary is paid for the entire fiscal year.

Full-time position - a position authorized for the entire fiscal year.

Goals - Long range statements, general or global in nature, that are concerned with the ultimate outcomes.

Grant - An externally funded agreement in which the College does not take a financial risk on reimbursement of its expenditures, nor does it have an opportunity to earn surplus unrestricted funds. (APM 02-0303)

Grievant - an employee or a group of employees that file a grievance. (APM 02-1303)

Harassment - is repeated unwelcomed verbal or physical conduct or retaliation based on race, ethnicity, creed, color, national origin, religion, age, sex, gender, disability, marital status, sexual orientation/expression, veteran status, genetic information or any other factor protected under applicable federal, state and local laws, rules and regulations against students, employees, applicants for admission and applicants for employment. (APM 02-1303)

Hazing - any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of the College. Such term shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Further, any activity as described above upon which the initiation or admission into or affiliation with a College organization is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. **(Board Rule 11.5)**

Healthy Campus - a tobacco-free campus which prohibits the use of all forms of tobacco (including but not limited to cigarettes, cigars, pipes, hookah, electronic devices not approved by the FDA for tobacco cessation therapy, chew, snuff, smokeless pouches, any other form of loose-leaf tobacco and other smokeless tobacco products) and the sale or distribution of these products on campus-owned or leased property including buildings, grounds, plazas, ramps, parking lots and outdoor common areas. **(APM 02-1803)**

Hearing Impairment - A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000, and 40000 Hz, unaided, in the better ear. **(APM 10-0505)**

Holiday pay - the salary paid by the College to assigned employees for actually performing duties during a period of time which has been scheduled for observance by the Board as a holiday. **(Board Rule 2.15)**

In District Travel - Travel to locations in Duval and Nassau counties, other than the traveler's assigned headquarters. Travel to King's Bay Naval Base, Camden County, Georgia is also considered in-district travel. **(APM 04-1001)**

Individual improvement - the employee's continuous pursuit of experiences which enhance skills and knowledge which result in the employee's increased value to the College.

Initial employment - the first duty day for a regular employee with no previous work record of regular employment with the College.

Instructional supervisor - the dean, associate dean, instructional program manager, program manager, director or other party who is responsible for the budget area to which a position is assigned.

Interim appointment - administrative placement of an individual into a vacant career, professional or administrative position on a short-term basis, not to exceed one year, while the position is being advertised or until a position needs determination is made. **(APM 03-0311)**

Interim Protective Measures - temporary actions taken by the College to ensure equal access to its education programs and activities and to foster a stable and safe environment during the process of reporting, investigation and/or resolution of a report of sexual harassment or sexual misconduct. **(APM 11-0801; APM 11-0802)**

Intermittent Employment - appointment to a position established for a non-specific period of time which will be on a continuous on-call basis as determined by the assignment pursuant to applicable limitations provided by law. **(APM 03-0307)**

Long-Term facility lease - a minimum lease period of 6 months. **(APM 08-0108)**

Maintenance Projects - Facilities maintenance projects include work needed to keep existing facilities and their related systems in a good state of operation and performance. Maintenance work does not include any renovation or remodeling. **(APM 06-0602)**

Major Administrative Unit - One of five organizational units at Level III of the College organization. These units are Central Administration and the four campuses.

Memorandum of Intent (MOI) - A counter-signed document, regardless of label, with another entity for cooperation or collaboration toward some mutually desirable state or outcome, but neither the College nor the other entity have any obligation, financial or otherwise, to the other or a liability if something goes wrong. **(APM 02-0303)**

Minor Remodeling Projects - Minor remodeling may include the changing of facilities by rearrangement of space, removal or addition of a wall, change in the use of a space, a change in the size or specifications of mechanical, electrical, or plumbing system(s), a change in ADA accessibility and/or a change in the means of egress from a space. **(APM 06-0602)**

Minors - children under 18 years of age. (APM 08-0108)

Mobile equipment - includes any vehicle primarily designed to be used off roadways such as forklifts, tracked vehicles, lawn equipment and golf carts. (APM 06-1005)

Nonexempt employee – an employee assigned to a job designated as non-exempt is governed by the Fair Labor Standards Act (“FLSA”) concerning overtime pay and minimum wage. Overtime pay and minimum wage provisions are referenced in the FLSA (see 29 USCA sections 206 and 207). (APM 03-0801)

Notice of Intent to Protest - a short and plain written statement that indicates a potential Protestor’s intent to file a Formal Written Protest. (APM 05-0601)

Obligation - There are two types of obligations. The first results from small amounts, usually less than \$200, owed to the College for miscellaneous fees or penalties. These amounts are not shown on the College financial statements, and will not prevent a student from registering for a new term. They will, however, prevent the issuance of transcripts or grades, until paid. The second type of obligation results from accounts receivable that have been written off as uncollectible in prior years. These obligations will prevent a student from registering for a new term. (APM 04-1202)

Objective - Short range measurable statements that serve as vehicles for the implementation of related goals usually obtainable within a single budget cycle.

Operational Unit - An organization unit that reports administratively to a major administrative unit and is non-academic in nature.

Orthopedic Impairment - A disorder of the musculoskeletal, connective tissue disorder and neuromuscular system. (APM 10-0505)

Other Agreement - Any contract not otherwise defined herein, between the College and another entity or individual which creates mutual obligations other than the exchange of funds where the equivalent monetary value of the College’s obligation is equal to or less than \$50,000. (APM 02-0303)

Other Health Impairment - Any disability not identified in paragraphs (1)(a through h) of APM 10-0505, except those students who have been documented with an intellectual disability, deemed by a disability professional to make completion of the requirement impossible. (APM 10-0505)

Other Personal Services Agreement - an agreement independent contractors or individuals contracted by the College to provide unique professional services of a temporary nature. **(APM 03-0504)**

Overlap in position - The placement, by the College President, or designee, of two (2) employees in the same position for not more than twenty workdays for the purpose of training one (1) employee to assume the duties of the other employee.

Overtime pay - wages paid to non-exempt employees, as determined by the College in accordance with the Fair Labor Standards Act, for hours worked in excess of the College's 40 hour workweek. Overtime wages are paid at a ratio of one and one-half times the non-exempt employee's hourly rate of pay, except as otherwise provided by regulations of the Fair Labor Standards Act. A non-exempt employee's hourly rate of pay shall include base pay and shift differential, if applicable. **(APM 03-0801)**

Part-time employment - appointment to and performance of duties as assigned in a capacity less than full time at an hourly rate of pay approved by the Board.

Pay Plan - The official document of the College comprised of employee classifications and assigned salary range. **(Board Rule 3.3)**

Pay status - the payment of salary to the full-time employee for actual service rendered or authorized absence with pay during the base work year for the employee.

Per Diem - The amount allowed for a traveler's daily expenses if actual expenses do not exceed the per diem amount. The current per diem amount allowed in FS 112.061(6)(a) is \$80. **(APM 04-1001)**

Personnel records - the official documents of the College maintained by the President, or designee on all employees which contain the documents required by law, regulation, policy, or rule to clearly evidence dates of appointment, nature of duties performed, periods of employment, employee status, leave forms, and performance evaluation. **(APM 03-0401)**

Point of Origin - The geographic location of the traveler's headquarters, or the geographic location where travel begins, whichever is less distance from the destination. If the travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven (BAR 3A-42.008 (4)). **(APM 04-1001)**

Policies - Board rules. (APM 02-0206)

Position - the work, consisting of duties and responsibilities, assigned to be performed by an employee.

President's Staff - The top level advisory body of the College comprised of the President, the Executive Assistant to the President and the Vice Presidents, Provosts and any Associate Vice President of Human Resources formed to advise the President on Policy and procedural decisions.

Probationary period - the period following appointment to a position wherein the employee is evaluated as to capabilities with and satisfactory performance in the position so held.

Professional personnel - a contractual employee assigned by the District Board of Trustees to a position in the professional category and whose primary duties at the College require specialized knowledge and training customarily acquired by a long formal course of study at the university/college level, or experience of such kind and amount as to provide a comparable background: work performance requires the constant exercise of discretion and judgment and is intellectual and varied as opposed to routine; job functions may include supervision, advising, analyzing, consulting, designing, teaching, reporting, and researching in an area of specialization; professional personnel are employed in the areas of academic support, student support and/or institutional support.

Program Advisory Committee - A duly appointed advisory body charged with making recommendations on College programs and/or course offerings within specific disciplines.

Program Area - An organizational unit that reports administratively to a major administrative unit and is academic in nature.

Protest - A Protestor's alleged violation by the College of:

- a. any law, regulation or the College's rules and/or procedures; or
- b. the College's terms, conditions or specifications contained within the competitive solicitation documents. (APM 05-0601)

Protestor - any actual or prospective qualified bidder, respondent, person or firm that:

- a. is adversely affected by a decision or intended decision of the College;
- b. has standing to file a protest; and
- c. who timely files a notice of intent to protest. **(APM 05-0601)**

Provisional Certificate - a College teaching certificate issued to an adjunct faculty member with a one (1) term validity period. **(APM 03-0601)**

Public Records - all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Format, media type or duplication does not affect the public record status of information created or received by a public agency. The requirements of this apply to hardcopy as well as digital records. **(APM 02-1402)**

Quick Response Training (QRT) - A three party contract between CareerSource Northeast Florida, the College, and a third party to provide State of Florida Quick Response Training Program funds to new and expanding industries, and using the College as fiscal agent to allocate funds to the third party. **(APM 02-0303)**

Reassignment - moving an employee from a position in one employee category to a different position. **(Board Rule 3.3)**

Reclassification - the formal process of evaluating an established position to determine the appropriateness of the position title, responsibilities assigned to the position title and requirements of education, experience, training and skills to perform the tasks assigned to the position, and effecting such determination. **(Board Rule 3.3; APM 03-0701)**

Recognized State Licensing Agency - a legally constituted body authorized and empowered by law to grant occupational licenses.

Red flag - is a pattern, practice, or specific activity that could indicate identity theft. **(Board Rule 2.29; APM 02-0410)**

Regular Certificate - a College teaching certificate issued to an adjunct faculty member with no expiration date. **(APM 03-0601)**

Regular employment - full-time employment in an established position. **(Board Rule 3.1; APM 03-0301)**

Regular Items - all items for submission to the Board that are not covered under the Administrative Procedures Act. (APM 02-0206)

Regular work period - the work hours and days assigned to the individual in regular employment. (Board Rule 3.21; APM 03-0801)

Reinstatement - the process of placing the individual in the same or a comparable position upon the individual returning from authorized leave of absence.

Relative - a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister. (Board Rule 3.1)

Renovation - Renovation includes upgrades or rejuvenation of existing facilities by installation or replacement of materials and/or equipment such as air conditioning, heating or ventilating equipment, fire alarm systems, emergency lighting, electrical systems, roof systems or any other building component whereby the occupancy and use of the facility remains the same. (APM 06-0602)

Reporting Party - an individual who makes a report of gender discrimination, sexual harassment, sexual misconduct, sexual assault, sexual exploitation or retaliation. (APM 11-0801; APM 11-0802)

Resignation - the voluntary act by an employee to separate from College employment.

Respondent - the designated administrator at each step of a complaint or grievance. (Board Rule 2.1; APM 02-1303)

Responding Party - an individual who is alleged to have violated the College policy on gender discrimination, sexual harassment, sexual misconduct, sexual assault, sexual exploitation, or retaliation and who is named in a report alleging violation. (APM 11-0801; APM 11-0802)

Responsible Employees - those College employees who have the authority to take action to redress sexual misconduct; who have been given the duty of reporting incidents of sexual misconduct by students to the Title IX coordinator, or other appropriate school designee or whom a student could reasonably believe has this authority or duty. Employees designated as Campus Security Authorities (as set forth in APM 06-0909), all employees working in the College's Student Services department, and adult studies advisors are designated Responsible Employees. (APM 11-0801; APM 11-0802)

Restricted List - A listing of those students who may not register until their debt is paid. (APM 04-1202; APM 10-0802)

Retaliation - a discriminatory or adverse action made against a person who files a complaint or charge of discrimination or harassment, participates in an investigation or charge of discrimination or harassment, or opposes an employment practice made illegal by state or federal law. (APM 02-1303)

Retention Schedule - A listing of all records created or received by the College and retained based on legal, administrative, fiscal and/or historic value as specified by Florida Department of State General Schedules, or as approved by the Department of State for unique records held by the College. (APM 02-1403)

Retiree – a full-time or regular part-time employee who has separated from College employment by retiring under the rules of the Florida Retirement System (FRS) or retires into any Optional Retirement Program (ORP) sanctioned by the FRS, the Community College Optional Retirement Program, or the Senior Management Service Optional Annuity Program. (Board Rule 3.51)

Retirement – the voluntary act by an employee to separate from College employment under the Rules of the Florida Retirement System (FRS) or Optional Retirement Program (ORP) sanctioned by the FRS, or under the rules of the Senior Management Service Optional Annuity Program. (Board Rule 3.51)

SACSCOC - Southern Association of Colleges and Schools Commission on Colleges (or "Commission"). (APM 02-1104)

Salary - the fixed compensation paid employees in regular installments. (Board Rule 3.3)

Salary Index - index that establishes the minimum and maximum salary for each job description. (Board Rule 3.3)

Salary range - the minimum salary, the maximum salary and intermediate rates which are payable for work in a specific class of positions. (Board Rule 3.3)

Satisfactory active service - the performance of assigned duties by an employee during a prescribed period of time which permits the supervisor to render an evaluation on such employee of at least satisfactory.

Senate - A group appointed or elected to represent the professional faculty.

Service - the performance of assigned duties, responsibilities and terms of employment.

Sexual Assault - (including Rape) is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

1. Intentional touching of another person's intimate parts without that person's consent; or
2. Other intentional sexual contact with another person without that person's consent; or
3. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
4. Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

(APM 11-0801; APM 11-0802)

Sexual Harassment - is the unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational experience;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting that individual; or
3. Such conduct is so pervasive or severe that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance or limiting participation in College programs by creating an intimidating, hostile, or offensive working or educational environment;
4. Sexual harassment does not include verbal expression or written material that is relevant and appropriately related to the subject matter of a course/curriculum

or to an employee's duties. This procedure is not intended to abridge academic freedom of the College's educational mission.

(APM 02-1303; APM 11-0801; APM 11-0802)

Sexual Misconduct - is a broad, non-legal term that encompasses a wide range of behaviors, including but not limited to, sexual assault, rape, acquaintance rape, stalking, and relationship violence (including dating and domestic violence). It is a violation of College policy as well as applicable law to commit or to attempt to commit these acts.

1. Sexual misconduct can occur between strangers or acquaintances, or people who know each other well, including between people who are or have been involved in an intimate or sexual relationship. It can be committed by anyone, regardless of gender or gender identity, and can occur between people of the same or different sex or gender.

(APM 11-0801; APM 11-0802)

Shift pay - the differential pay authorized by the Board for payment to an employee regularly assigned duties to be performed between the hours of 5 p.m. and 6 a.m., provided the employee is classified as a full-time career employee. **(APM 03-0913)**

Short-Term facility rental use - less than 6 months rental with a minimum 2-hour facility rental (with a 4-hour minimum for the Wilson Center). **(APM 08-0108)**

Solicitation - an invitation to bid, a request for qualifications, a request for proposals or an invitation to negotiate. **(APM 05-0601)**

Space Available - seats remaining in a class during the last week of registration specific for that class.

Specific Learning Disability - A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling or performing arithmetic calculations. **(APM 10-0505)**

Speech/Language Impairments - Disorders of language, articulation, fluency or voice which interferes with communication, pre-academic or academic learning, vocational training or social adjustments. **APM 10-0505)**

Stalking or Cyber-Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her or others' safety, or to suffer substantial emotional distress, as defined by F.S. 784.045. **(Board Rule 11.1)**

Standing Committee - An advisory body with an on-going charge of making recommendations on a particular area of College operations. The charge of this body cannot be completed with the acceptance of a final report.

State Board Rule - An administrative rule pertaining to the operation of the College as adopted by official action of the State Board of Education.

State Employees - include employees of the Executive, Legislative and Judicial branches of state government, but does not include State University System or Florida College System employees.

Statute - A law of the State of Florida as adopted by legislative action.

Student Appeal - a formal request by an enrolled or former student for reconsideration of a College rule or regulation, including the assignment of a final grade with the exception of Financial Aid appeals. The student initiates all formal appeals through the Campus Dean of Student Success or the appropriate center administrator's office who is responsible for the general management of appeals processes.
(APM 11-0602)

Student Appeals Committee - includes at least one of each of the following from the campus/center appointed by the Campus President: an administrator, a full-time faculty member and a student representative. **(APM 11-0602)**

Suspension - the action taken against an employee to temporarily relieve the individual of duties and place the employee on leave without pay.
(APM 02-1701; APM 02-1702)

Tangible personal property - all College-owned fixtures and other tangible property of a non-consumable nature, the original cost/value of which is \$1,000 or more and the normal expected life of which is one (1) year or more.

Telework - a workplace arrangement where assigned work is performed away from the employer's regular place of business. **(APM 03-0802)**

Temporary appointment - administrative placement of an individual in a full-time faculty position temporarily while the position is being advertised or until a position needs determination is made. **(APM 03-0311)**

Temporary employment - appointment to a position established for a specific period of time, which may be continuous or intermittent, as determined by the assignments or the duration of a specific project pursuant to applicable limitations provided by law, generally not to exceed six (6) months. (APM 03-0307)

Time limits - shall mean working days unless "calendar days" are specifically referenced.

Title of position - the official name assigned to a position.

Transcript - authentic documentation (original or copy) which bears the official embossed seal of the issuing institution of higher education, the signature of the institution's Registrar and which includes intelligible descriptive titles, credits and grades for each course listed. Documentation from institutions outside of the United States includes an authentic English translation provided by the institution and a foreign credentials review completed by a member of the National Association of Credential Evaluation Services (NACES).

Transfer - the action taken to move an employee from one assignment to another. (APM 03-1101)

Traumatic Brain Injury - An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and or physical functioning. (APM 10-0505)

Travel Expenses - Usual, ordinary, and incidental expenses incurred by a traveler in connection with official business of Florida State College at Jacksonville. (APM 04-1001)

Travel Mileage - The distance from the point of origin to the point of destination. (APM 04-1001)

Traveler - An employee, a prospective employee, or a student of the College when on official College business. (APM 04-1001)

Uninterrupted employment - the individual's presence or authorized absence for which salary is paid.

Unit - one (1) semester hour or its equivalent; quarter hour(s) converted to semester hour(s). (APM 09-0206; APM 10-0501)

User Fee Types - there are six types of user fees assessed by the College:

1. Lab Fees: These fees reimburse the College for laboratory costs incurred in conjunction with a course. Laboratory fees may also be assessed for courses without formal laboratory schedules. These costs may include: (The first three items should be assessed on an amortized basis over the life of the equipment or agreement).
 - a. Specialized software
 - b. Specialized equipment
 - c. Equipment and software maintenance agreements
 - d. Tutors, student assistants and lab assistants
 - e. Pass-through costs from third parties
 - f. Instructional videos or tapes
 2. Testing Fees: These fees reimburse the College for the cost of a test, as well as the cost of administering and processing a test.
 3. Kits: These fees reimburse the College for the cost of any kits required for a course.
 4. Materials: These fees reimburse the College for any consumable materials required for a course.
 5. Insurance: These fees reimburse the College for the cost of providing insurance coverage for the student in conjunction with a course.
 6. Other: Any fee to reimburse the College for costs associated with a course that is not covered above.
- (APM 04-0306)**

Visual Impairment - Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity or 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. **(APM 10-0505)**

Withdrawal by grades - Students receiving any combination of “F,” “FN,” “W”, or “I” grades for all courses attempted during a term will be administratively withdrawn. **(APM 10-0602; APM 10-0608; APM 11-0605)**

Withdrawal by non-enrollment - Students who do not enroll for three consecutive semesters will be administratively withdrawn. **(APM 11-0605)**

Withdrawal due to disciplinary action - The student may be withdrawn or dismissed for disciplinary purposes in accordance with Board Rule 6Hx7-11.1, Student Rights and Responsibilities. Students may only be readmitted according to the conditions of their disciplinary action. **(Board Rule 11.1, APM 11-0605)**

Workday - the employee's schedule work hours during a twenty-four (24) hour calendar day. **(Board Rule 3.21)**

Write-Off - The removal of the account receivable from the College financial statements. (APM 04-1202)