



EMPLOYEE HANDBOOK

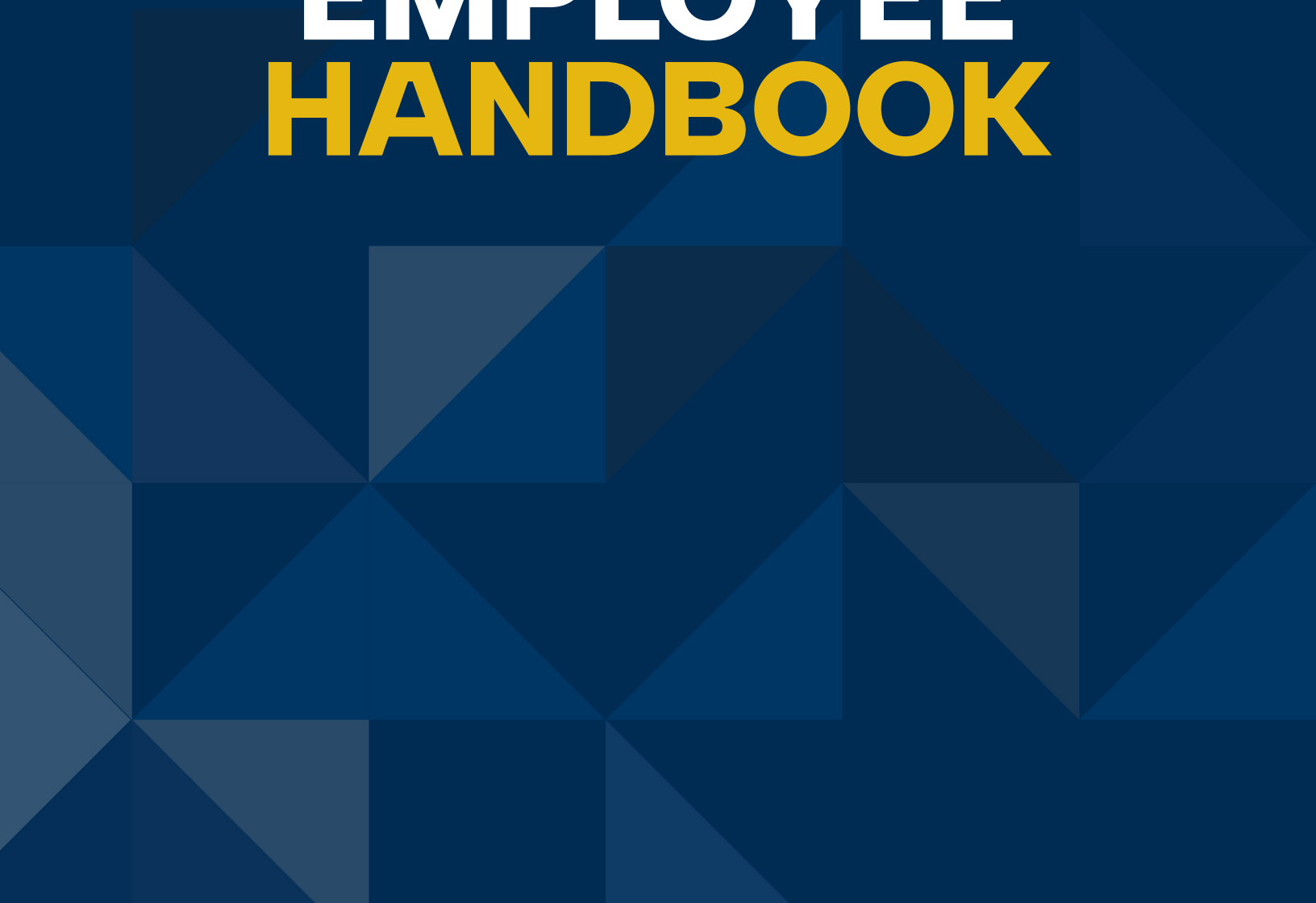


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INTRODUCTION



Welcome from President Murdaugh

Welcome to Tallahassee State College! We are excited to have you join our dynamic and dedicated team. Your decision to become a part of our community is greatly appreciated, and we are confident that you will make a significant impact on our institution.

At Tallahassee State College ("TSC"), we pride ourselves on fostering a culture of collaboration, innovation, and excellence. Our mission is to provide an outstanding educational experience that prepares our students for success in their personal and professional lives. As a new member of our team, you play a crucial role in helping us achieve this mission.

This Employee Handbook has been created to help you better understand the policies, procedures, and resources that support our daily operations and long-term goals. It is designed to serve as a useful reference throughout your time at the College and reflects the values that guide our work—respect, integrity, collaboration, commitment and results.

We encourage you to take full advantage of the professional development opportunities offered at TSC. Our goal is to support your growth and ensure that you have the tools and knowledge needed to excel in your position. Whether through workshops, mentorship, or continuing education, we are committed to your success.

Please do not hesitate to reach out to your colleagues, supervisors, or Human Resources if you have any questions or need assistance. We are here to support you every step of the way.

Thank you for your service to the College. We look forward to the important work we will do together on behalf of our students and the communities we serve.

A handwritten signature in black ink, reading "Jim Murdaugh". The signature is fluid and cursive, with a large initial "J" and "M".

Jim Murdaugh, Ph.D.

President

Welcome from Director of Human Resources

Thank you for choosing Tallahassee State College as your *Employer of Choice*. This Employee Handbook is crafted with you in mind, aiming to be a helpful resource as you navigate your new role.

In 2022, Tallahassee State College was recognized as one of the Best and Brightest Companies to Work For, and in 2025, we were honored as one of the Most Promising Places to Work. These accolades reflect more than just awards; they speak to the culture we've built together.

As you explore the pages of this handbook, you'll find that TSC is not only an exceptional institution of higher learning but also a vital part of the community we serve. By joining our team, you're becoming part of an organization deeply committed to transforming the lives of our students and their families.

With some of the best faculty, staff, and leadership in higher education, we're proud to have you with us. Every member of our team is valued—you are here because we believe in your ability to contribute significantly and uphold TSC's reputation as the *Employer of Choice*, *College of Choice*, and *Partner of Choice*. We recognize that you could have selected any number of institutions, so your decision to join us is both an honor and a privilege.

Welcome to TSC! We are delighted to have you as part of our family.



Nyla C. Davis, MBA, PHR
Human Resource Director

About Tallahassee State College

Welcome to Tallahassee State College (TSC), a beacon of educational excellence and opportunity in the heart of Florida. Since its inception in 1966, TSC has dedicated itself to serving the educational needs of Leon, Gadsden, and Wakulla counties, extending its reach throughout Florida, the United States, and internationally. Our institution prides itself on being consistently ranked among the top community colleges in the nation, offering a broad spectrum of academic programs, certificates, and career training options to more than 16,000 students annually.

Our History

TSC's journey began over half a century ago with the goal of providing post-secondary education of the highest quality. Our College opened its doors with an initial enrollment of 698 students, growing to 16,000 for the Fall 2024 semester. This tremendous growth reflects our commitment to accessibility, student success, and community engagement. From the early days at Godby High School to the expansion of our main campus on Appleyard Drive, TSC has evolved to meet the changing needs of our community and workforce.

Academics and Student Life

TSC offers 124 degrees, certificate, and job-training programs, including four bachelor's degrees. The Associate in Arts(A.A.) degree remains our most popular program, facilitating seamless transfer to universities for students pursuing higher education goals. Our campus is a vibrant community hub, home to numerous student clubs, organizations, and athletic programs. Facilities like the Lifetime Sports Complex provide students with comprehensive recreational and fitness opportunities.

Looking Forward

As we continue to grow and adapt, TSC remains committed to enhancing our academic offerings, expanding our campus facilities, and strengthening our community partnerships. Our goals are focused on increasing student access and success, aligning our programs with academic and workforce needs, and embracing technology and innovation in all aspects of our operations.

We are proud of our history, our accomplishments, and our role as a leader in higher education. As a member of the TSC family, you are a vital part of our ongoing success story. Together, we look forward to building a brighter future for our students, our community, and beyond.

About this Handbook

Effective Date: August 1, 2025

This handbook is designed to provide employees with essential information about working at Tallahassee State College (TSC). The contents of this handbook are intended as broad internal guidelines and should not be considered a contract of employment, an offer of employment, or a guarantee of continued employment for any individual. This handbook supersedes all prior staff handbooks and any departmental memos and is subject to change and/or interpretation at the discretion of TSC.

Faculty members at TSC should refer to the most recent Collective Bargaining Agreement and [TSC Policy Manual](#) for guidance relevant to their roles.

In addition to this handbook, all TSC employees are encouraged to review TSC's Policy Manual and the TSC Procedures Manual. It's important for staff members to understand that these policies and procedures may be updated at any time, and in cases of discrepancies, the TSC Policy Manual and the TSC Procedures Manual will take precedence over the information provided in this handbook.

For any questions not addressed in this handbook, staff members should feel free to discuss with their supervisor or contact hr@tsc.fl.edu for further assistance.

EMPLOYER OF CHOICE



Vision

To be recognized as the college of choice.

Mission Statement

The mission of the College is to provide a learning environment that prepares students for success in a global economy by offering higher education pathways, workforce opportunities, and civic engagement.

Strategic Plan

1. **Access & Affordability**– Strengthen and expand access by increasing awareness of education opportunities that are reflective of student, business and community needs.
2. **Student Success** - Promote a student-centered environment that focuses on student achievement, resilience, engagement and educational excellence.
3. **Workforce** - Achieve regional, statewide, national, and international recognition as a premier college of choice for providing workforce training by delivering high quality programs and instruction that enables students to grow, succeed, and stay globally competitive.
4. **Partnerships** - Nurture collaborative relationships with K-12 school districts, universities, and business and community partners to develop a cohesive educational strategy that ensures seamless alignment and builds a skilled workforce that leads to economic mobility and increased educational attainment.
5. **Resources and Efficiency** - Strategically leverage, grow and utilize resources to maximize student success and institutional sustainability and effectiveness.

Values

Commitment:

We are committed to providing personalized instruction to a diverse student body by:

- Utilizing a wide range of academic resources and learning materials.
- Encouraging participation in campus life and enrichment opportunities.
- Offering varied educational experiences to develop key skills like adaptability, critical thinking, and teamwork.

Collaboration:

We believe success is built on teamwork and shared expertise, accomplished by:

- Enhancing the educational environment through faculty collaboration.
- Working across different College departments and with external educational and community partners.
- Building impactful student relationships.

Creativity:

We promote an innovative culture in education and services by:

- Implementing innovative teaching methods and technologies.
- Supporting creative and flexible learning environments.

Integrity:

We uphold the highest standards of honesty and consistency in our actions and expectations by:

- Setting and communicating high standards.
- Providing frequent, constructive feedback.
- Adhering strictly to College policies and procedures.

Results:

Our commitment to education drives us to continually refine our practices for optimal outcomes by:

- Defining clear course outcomes and matching them with effective teaching strategies.
- Employing diverse instructional methods and assessments to meet student needs.
- Ensuring assessments are aligned with learning objectives and include both formative and summative evaluations.

Recognition and Rewards

2025

- Named one of the **Most Promising Places to Work in Community Colleges** by the **National Institute for Staff and Organizational Development (NISOD)** and **Diverse: Issues in Higher Education**.

2024

- TSC was recognized as having the highest **graduation rate among peer community colleges** in the nation at 42% compared to 27% nationally.
- Awarded **Network Legacy Award** and **Leah Meyer Austin Alumni Award** from Achieving the Dream
- Received **Collegiate Purple Star Campus Designation** from the Florida Legislature
- Received **Innovation of the Year Award** from the League for Innovation in Community Colleges
- Named a **Working Rising Industry Hero Award** Finalist
- Recognized as one of the **Top Cost-Effective Online Nursing Programs** by Research.com

2023

- Named in the **top 25 colleges in the nation** by the Aspen Institute for Community College Excellence
- Named a **2023 regional exemplary practices college** by the National Council for Continuing Education and Training – two awards
- Named a **top 10 finalist for the Bellwether College Consortium award**.
- Winner of the **2023 AACC Student Success award**
- Named among **the top 10% of all Best and Brightest Companies to Work For in the Nation** by the National Association for Business Resources
- Recognized by the **US Department of Education for having the highest transfer-out rate for Title IV students in the state of Florida**, with 37% of students transferring to a four-year institution upon graduating. The national average is 13%.

2022

- Named a **Leader College of Distinction** by Achieving the Dream
- Named the **2022 Leah Meyer Austin Award winner**
- Named one of **Florida's Best Public Colleges and Universities by AcademicInfluence.com**.
- Named the **2022 Most Promising Places to Work** according to Diverse Issues in Higher Education
- Nominee for the **Excelencia in Education award**.
Named a top 10 finalist for the **Bellwether College Consortium award**.

- Named in the top **10 of Best Nursing Programs** according to NursingSchoolHub.com
- Named among the **top 10% of all Best and Brightest Companies to Work For in the Nation** by the National Association for Business Resources
- President Murdaugh was named the **2022 Entrepreneurial President of the Year** by the National Association for Community College Entrepreneurship.

WORKPLACE COMMITMENT



Equal Employment Opportunity/Non-Discrimination

TSC is committed to equal employment opportunities for all employees and applicants. We ensure that all employment decisions are based on merit, qualifications, and abilities. TSC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. TSC is an equal opportunity employer and educational provider. More information regarding nondiscrimination may be found on the TSC website at: [Non-Discrimination Statement](#).

Title IX

TSC adheres to Title IX of the Education Amendments of 1972, prohibiting sex-based discrimination in federally funded education programs, including employment. We are dedicated to fostering a workplace where everyone is treated with dignity and respect. Compliance with Title IX is a collective responsibility at TSC, and any form of discrimination or harassment will not be tolerated. Violations may result in disciplinary measures, up to termination. We encourage all employees to report any incidents of discrimination or harassment to the Human Resources office or the Title IX and Equity office to ensure our campus remains a safe and inclusive environment for all.

Renae Tolson, Equity Officer & Title IX Coordinator
Renae.Tolson@tsc.fl.edu, 850-201-6074
444 Appleyard Drive, Room 239 Administration Building
Tallahassee, FL 32304-2895

Harassment

TSC maintains a strict policy against all forms of harassment. We ensure a work environment where everyone is treated with respect and dignity. Any harassment, whether verbal, physical, or otherwise, is unacceptable and will not be tolerated.

We encourage all employees to report any incidents of harassment without fear of retaliation. TSC is committed to investigating all reports promptly and confidentially, taking appropriate action when necessary.

Americans with Disabilities Act

TSC is fully committed to compliance with the Americans with Disabilities Act (ADA) and to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Our policies are designed to ensure that people with disabilities are provided with the same opportunities and benefits of employment as are provided to those without disabilities.

Reasonable accommodations are available to all employees and applicants with disabilities, unless such accommodation would cause undue hardship on the operation of our business. TSC is

dedicated to providing necessary support to ensure that our workplace is accessible and accommodating to individuals with disabilities.

Employees and applicants who require a reasonable accommodation are encouraged to contact their supervisor or Human Resources to discuss their needs. By fostering an inclusive environment, TSC aims to uphold and respect the rights of individuals with disabilities by promoting equal opportunities.

Animals on Campus

The College supports individuals with disabilities by allowing service animals, defined as dogs or miniature horses trained to perform tasks for those with disabilities, in compliance with the ADA, ADAA, and relevant laws. Service animals are permitted in all public areas of the campus, and their care and behavior are the responsibility of their handlers. Requests for service animals as accommodations must be directed to Human Resources for employees and Student Accessibility Services for students. Therapy animals, emotional support animals, and pets are not allowed on campus. The [Animals on Campus Policy](#) can be accessed on the College's website.

Annual Compliance Training

Annual Clery Act Compliance training is required for all employees to uphold the College's safety and regulatory standards. This training is essential for fostering a secure environment and ensuring adherence to federal laws. Compliance must be completed each year without exception.

Security Awareness is required annually. It provides tools, techniques, and best practices that help TSC employees easily spot potential threats. If you do not complete your security awareness training, you can be locked out of TSC systems, including Workday.

Workers' Compensation

TSC is committed to providing a safe and healthy work environment for all employees. In the event of a work-related injury or illness, employees are covered by Workers' Compensation Insurance, which provides medical benefits and wage replacement. Employees must report any work-related injury or illness to their supervisor and Human Resources as soon as possible, no matter how minor it may seem. Prompt reporting ensures timely medical treatment and helps facilitate a swift and smooth claim process. For more information on how to report a work-related injury or illness and details on coverage, please contact Human Resources at hr@tsc.fl.edu.



EMPLOYMENT STATUS AND CLASSIFICATION

Full-Time/Part-Time Classification

Full-time employees work 40 hours per week and qualify for comprehensive benefits, while part-time employees work up to 25 hours a week and are generally not eligible for benefits.

Probationary Period

Newly hired TSC employees will be placed on a six-month probationary period upon initial hire, promotion, demotion, or reassignment. This period may be extended up to an additional six months. Dismissals during probation are not subject to grievance appeals. This time is crucial for demonstrating skills, work ethic, and potential, and for employees to evaluate their fit with TSC.

Job Classification/Description

Human Resources manages the College's Classification System, which includes updating class specifications and qualifications as needed to effectively recruit and retain employees. All position changes should be consistent with the College's Salary Schedule.

Every employee will have a Position Description, which includes the duties and responsibilities of the position, required knowledge, skills, abilities, and any necessary licensure or certification required. Updates to position descriptions are recommended annually or when significant changes occur.

Legal Requirements

Fair Labor Standards Act

The United States Department of Labor and Florida Law sets minimum wage, overtime, recordkeeping, and child labor standards. The College follows these regulations, compensating employees accordingly and adapting processes to meet state law requirements. This policy covers all employees, including student workers. The Fair Labor Standards Act (FLSA) determines which positions are classified as exempt (not eligible for overtime) or non-exempt (eligible for overtime after 40 work hours weekly), based on job duties, pay and the position's independent discretion and authority.

Minimum Wage Laws

Effective September 30, 2025, the Florida minimum wage is \$14.00 per hour. By September 30, 2026, the minimum wage in Florida will be \$15.00 per hour. All full-time positions with TSC earn a minimum of \$16.00 per hour.

Background Screening

The safety of students and employees is of paramount importance to the College. In accordance with Florida law, the College requires background screening for all employees, job applicants under consideration for employment, and volunteers. These checks include employment history, reference verification, and Level 2 criminal background screening. The College covers all screening costs. Failure to comply with the screening process or providing false or misleading information may result in disqualification or dismissal. Employees are subject to additional background checks every five years.

WORKPLACE ADMINISTRATION



Employment Eligibility Verification (Form I-9)

All new employees must complete Form I-9, Employment Eligibility Verification, to confirm their eligibility to work in the United States. This ensures compliance with immigration laws and regulations. Employees must provide acceptable documentation within three business days of hire. For assistance, contact Human Resources.

New Employee Orientation (NEO)

TSC offers a monthly orientation program for all full-time, newly hired employees to ensure a smooth transition into their roles. This session is designed to acquaint new hires with the College's culture, policies, and expectations.

Workday

Workday is our required self-service platform for all employees, designed to streamline a range of Human Resources and payroll tasks efficiently. Through Workday, you can:

- Complete onboarding procedures.
- Update your personal information.
- Enter time entries and request time off.
- Make benefit elections and view benefits statements.
- Manage compensation details.
- Access tax documents and update W-4 information.
- Set up direct deposit and view pay slips.

This integrated system simplifies the management of essential tasks, providing a seamless and effective experience for all employees.

Payroll Information

At TSC, all employees are paid on the last business day of each month. Full-time employees receive payment for the entire month, from the first to the last day (prorated based on date of hire or separation date). Part-time hourly employees are paid on the last day of the month for time worked during the previous month and part of the current month. You can access the most recent Payroll Calendar here: [Payroll Calendar](#).

Direct deposit is a mandatory requirement for all employees. Direct deposit ensures a seamless and efficient process to deliver paychecks timely and securely. During your onboarding you will be required to enter in your direct deposit information. Failure to enter direct deposit information may result in a delay of pay.

All non-exempt employees are required to enter their work hours daily in Workday for manager approval. This ensures accurate wage calculations and compliance with labor laws.

The schedule for pay periods and pay dates is available on the TSC website.

In compliance with federal laws, your paycheck will be subject to mandatory deductions before calculating your net pay. These include Federal Income Tax, Social Security Tax, and Medicare Tax. These deductions are required by law to ensure compliance with tax regulations. If you have any questions regarding these deductions, contact Human Resources at hr@tsc.fl.edu.

Employee Records

Your employee file, managed by Human Resources, encompasses essential documents such as your application, performance evaluations, Performance Improvement Plans (PIP), changes in employment status, and other job-related information. To review your file, schedule an appointment with Human Resources. Additionally, you can access and update your personal details directly in Workday through your employee profile.

As part of public records, your personnel file, including details like home address, contact information, salary, and educational background, may be disclosed in response to public record requests, except for exemptions allowed by law. For more information visit [Florida Statutes, Chapter 119](#). Copies of specific documents may be available upon request.

Public Records

Public records are generally all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the College.

The College ensures access to its public records, adhering to legal requirements. Public records include various materials related to the College's official business, with exemptions for sensitive information like student and medical records. The College has a Custodian of Records to facilitate access, allowing inspection and copying without mandatory written requests.

All requests for Public Records should be routed to publicrecords@tsc.fl.edu.

Performance Evaluations

Performance evaluations are conducted after newly hired employees complete their six-month probationary period, and then on an annual basis through Workday. The College's Performance Evaluation process provides a structured opportunity for employees and their supervisors to engage in a comprehensive review of the past year's work performance. This systemized approach facilitates a clear and documented assessment process, allowing for goal setting, feedback exchange, and development planning, all within Workday. Faculty should refer to the most recent version of the Collective Bargaining Agreement.

Staff Overtime, Compensatory Time, On-Call, Call Back, Holiday and College Closing

Overtime/Compensatory Time

TSC aligns with a 40-hour workweek standard. Overtime, requiring pre-approval by supervisors, appropriate Vice Presidents, and Human Resources, is compensated with compensatory time at a rate of 1.5 times per hour beyond 40 hours (40 hours worked). Compensatory time is added to the compensatory leave balance. Note, if a holiday occurs within the week, compensatory time is not awarded unless physical work exceeds 40 hours. Exempt employees are not eligible for compensatory time.

Call-Back for Classified Staff Employees

Non-exempt classified staff may be called to work outside regular hours for planned events, activities, or emergencies. Scheduled work outside normal hours is credited with actual hours worked, while unscheduled emergency call-backs guarantee a minimum credit of two hours or the actual time worked, including travel. All hours must be recorded in Workday for accurate crediting.

On-Call for Classified Staff Employees

Non-exempt classified staff may be designated to be on-call for sudden work needs during off-duty hours. While on-call time is not compensable for overtime calculations, any hours exceeding forty in a week due to call-backs are eligible for overtime compensation. On-call pay is set at \$1.00 per hour on weekdays and \$4.00 per hour on Saturdays, Sundays, and holidays. Payments are processed in the following month according to monthly payroll procedures.

Holidays and Breaks

Holidays and scheduled periods of closure are determined annually by The District Board of Trustees and are outlined in the academic calendar and Salary Schedule. These include:

New Year's Day	Independence Day	Thanksgiving Day & Day
Martin Luther King Day	Labor Day	After
Memorial Day	Veteran's Day	Christmas Day
Juneteenth Day		
Spring Break and Winter Break		

Faculty holidays align with the College's academic calendar, while Contract/Grant employee holiday schedules adhere to specific Contract/Grant requirements.

Supervisors have the authority to assign work on holidays or during scheduled periods of College closure. In such instances, employees accrue compensatory leave per policy. To be compensated

for a holiday or period of closure, employees must work or be on a paid, approved leave the day before and the day after.

Dual and Outside Employment (Full-Time Employees Only)

The College expects sufficient dedication of time, energy, and talents to accomplish the primary requirements of their position. However, the College recognizes the value that external experiences may provide to employees. Such activities may enhance the professional competency of the employee and enhance learning opportunities for students.

Criteria Dual and Outside Employment:

- Does not compromise your primary duties or create potential conflicts of interest.
- Require approval from the Human Resources Director or designated authority.
- Does not conflict with the College's operational hours (Monday to Friday, 8 a.m. to 5 p.m.) or your assigned work schedule.

Dual Roles Within TSC:

- Embracing additional responsibilities within TSC is encouraged, provided it fosters growth and diversity in your professional journey. Dual employment is subject to approval from the primary and secondary supervisor.

Approval Process and Annual Review:

Commitments outside TSC must be annually reaffirmed by September 1st, ensuring alignment with the College's mission and your professional development.

Employee Education, Training and Development

The College is dedicated to fostering growth opportunities for our employees. Human Resources offers a wide range of programs, certifications, leadership initiatives, and workshops—all free for employees.

Through proactive education and training, Tallahassee State College aims to enhance employee skills, enrich our collegiate environment, and cultivate future leaders. Education is crucial, and we are committed to making a meaningful impact. We prioritize continuous professional growth and development.

Grievance Procedure

The Grievance Procedure is available to all employees who obtained permanent status for their original appointment. A copy of the Grievance Policy may be obtained from Human Resources and can also be found on the [TSC website](#).

Faculty should refer to the most recent version of the Collective Bargaining Agreement regarding Grievances.

Employee ID Badge / MYTSC

All new employees are issued an ID Badge. This ID will allow you access to designated employee parking areas, serves as your library card, and allows entrance into our theatre and athletic events. You can also download the app MYTSC, which will offer you a digital version of your ID badge as a supplement to the issued ID badge.

Email

All employees of TSC are assigned an email account and are responsible for checking it on a regular basis. Email is the primary means by which important information is communicated to employees. If you experience any problems with your email accounts, please contact the Information Technology Help Desk at 850-201-8545.

Parking and Vehicle Registration

At Tallahassee State College, parking on campus is hassle-free. We do not require parking passes or vehicle registration for parking privileges. Employees can conveniently park in designated employee parking areas, where access is granted by swiping your employee badge.

Lost and Found

The Lost and Found is managed by the TSC Police Department and is located in the Centre Building (CB), second floor. If you've lost an item, you can visit Monday through Friday from 8 a.m. to 3 p.m. to see if it has been returned. There's also a Lost Item Report Form available for items not immediately recovered. Found items are held for a minimum of 30 days. After 30 days, unclaimed items become property of TSC and may be auctioned or sold to fund student scholarships or donated.

Eagle Safe – Safety APP of TSC

Eagle Safe is the official safety app of Tallahassee State College. It is the only app that integrates with Tallahassee State College's safety and security systems. Campus Safety has worked to develop a unique app that provides students, faculty and staff with added safety on the Tallahassee State College campus. The app will send you important safety alerts and provide instant access to campus safety resources.

EMPLOYEE CONDUCT



Punctuality

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule.

Breaks

The College allows two (2) fifteen (15) minute work break periods – one (1) in the morning (or first part of the shift) and one (1) in the afternoon (or second part of the shift) for full-time employees. *Breaks may be disallowed based on the workload requirements as deemed necessary by the supervisor.* Work breaks cannot be accumulated, used incrementally, used to compensate for late arrival or early departure, or used in conjunction with the meal period. Employees shall not leave the College's premises during a break. Break periods for less than full-time classified staff and contract/grant employees may be allowed as permitted by the immediate supervisor using a ratio of no more than fifteen (15) minutes for break per four (4) hours worked.

Absence from Duty

Absence from duty is when an employee fails to report to work or perform tasks during their scheduled hours, including unapproved early departures or lack of work engagement. Absences are either excused, with supervisor approval and adherence to College policies, or unexcused without such justification. Employees must promptly notify their supervisor of absences. Supervisors will determine the most appropriate way to report absences from work.

For illnesses lasting over three days, a doctor's note may be required for return. This ensures fairness and efficiency while addressing employees' needs.

Standards of Conduct

The College is dedicated to fostering a positive work environment where employees excel in their duties and conduct. All employees are expected to act in a manner that upholds the College's reputation, both on campus and when representing the College elsewhere. Our policies and procedures are designed to ensure productive work relationships based on trust, self-discipline, and respect for others. Compliance with these standards is required at all times, ensuring the College operates smoothly and effectively.

Confidentiality

As an employee of TSC, you may be exposed to information that is of a sensitive nature, confidential, or of value to the College, and as such requires protection. At TSC, maintaining confidentiality is crucial to our integrity and success. Employees are expected to protect sensitive information

related to our faculty, staff, students, and operational procedures from unauthorized access or disclosure. Additionally, employees agree to not access, use, or disseminate information for their own or anyone's non-business reasons. Failure to comply with confidentiality may result in disciplinary action.

Use of TSC Information Technology

The use of technology resources is governed by the College's policies. These policies emphasize responsible and ethical conduct, ensuring compliance with laws and regulations. Users are expected to respect the integrity of the technology infrastructure and safeguard sensitive information. Violations of these policies may result in disciplinary action. For comprehensive details, please refer to the College's policies. Specific information can be viewed in the College's [Information Technology Policy](#).

Social Media

Social media networks offer dynamic platforms for connecting with others who share similar interests, and many College departments use them to disseminate information. However, it is important to acknowledge that social media use in the workplace can lead to conflicts.

Engaging in personal social media browsing during work hours can impact performance. Additionally, employees should refrain from inadvertently conveying messages on behalf of the College. Regardless of intent, employees bear responsibility for content on their social media profiles. Violations of College policies may result in disciplinary action. Specific information can be viewed in the College's [Social Media Policy](#).

Political Activity

College employees may participate in politics and run for public office if these activities do not interfere with their work or occur during work time. Employees seeking to run for office should seek approval in accordance with the [Political Activities](#) policy. Use of College resources for political purposes is strictly prohibited, and employees engaging in politics must ensure their activities do not conflict with their duties at the College.

Employee Safety

We are committed to providing a safe workplace by adhering to safety standards, conducting regular training, and implementing preventive measures to minimize risks. Employees are expected to follow all safety protocols, report hazards or incidents immediately, and participate in safety training. Hazards or safety measures should be reported via the AIM ticketing system. Together, we can ensure a secure and healthy environment for all.

Tobacco Use

The College is committed to promoting a healthy and clean environment for all members of our community. As such, TSC is a tobacco-free institution. This policy prohibits the use of all tobacco products, including cigarettes, cigars, smokeless tobacco, and electronic cigarettes, on all College-owned or leased properties.

Drug and Alcohol Use and Abuse

The College is dedicated to providing a safe and healthy environment for all employees and students. As part of our commitment to maintaining a productive and secure workplace, TSC is a drug-free institution. The use, possession, distribution, or being under the influence of illegal drugs or alcohol while on College premises or during work hours is strictly prohibited. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Violence or Threatened Violence in the Workplace

The College prioritizes a safe environment, free from violence, harassment, and intimidation for all employees. This policy mandates a professional and secure workplace, covering all work-related locations and events. Acts of violence, threats, or harassment are not tolerated and may lead to disciplinary actions, including termination.

Employees are required to report any workplace violence incidents or threats to Campus Police immediately. Supervisors have a duty to report such incidents as well. The College ensures confidentiality and sensitivity in handling these reports. Investigations are conducted by Campus Police and Human Resources, with the aim of maintaining privacy and security.

Employee Discipline

While the majority of our employees meet or exceed our expectations for their work assignments, there are times when disciplinary action may be necessary. The College generally employs a progressive discipline approach to address performance or conduct issues. This method aims to clearly communicate the areas needing improvement and the expected changes, offering guidance and training as needed. If there is a failure to improve, disciplinary measures may become more severe. The process is tailored to the severity of the issue, recognizing that not all problems warrant the same response. Detailed information on the progressive discipline process is available through the College's policies, ensuring transparency and understanding.

Faculty should refer to the most recent version of the Collective Bargaining Agreement.

Mandatory Self-Reporting

The safety, health, and well-being of our community is a priority at TSC. As part of our commitment to maintain a secure and transparent environment, all employees are required to adhere to our Mandatory [Self-Reporting Policy](#). This policy mandates that employees must promptly report, within three days, any of the following circumstances to Human Resources:

- Driver's license is suspended or revoked, affecting job-related driving.
- Traffic citation or involvement in accidents with College vehicles.
- Job-related professional license or certification expires, is revoked, or suspended.
- Any arrest, charge, or notice to appear for a felony, a first-degree misdemeanor, or for a violation of law in any jurisdiction where the maximum punishment is imprisonment for more than sixty (60) days or a fine of more than \$500. Employees must provide a written report to Human Resources within three (3) days of the arrest, charge, or receipt of Notice to Appear
- Any final order or other disposition of felony, misdemeanor, or equivalent violation of law in any jurisdiction where the maximum punishment is imprisonment for more than sixty (60) days or a fine of more than \$500. Employees must provide a written report to Human Resources within three (3) days of the final order or other disposition, even if the charges were dismissed, nolle prossed, or if the employee is found innocent.

Failure to comply with self-reporting requirements may lead to disciplinary measures as outlined in the College's [Code of Conduct Policy](#).

Duty to Cooperate

The College upholds a duty to cooperate, requiring all employees to actively support our efforts in maintaining a compliant, ethical, and secure workplace. This entails participating honestly and fully in internal investigations, adhering to all policies and procedures, and assisting in legal and regulatory matters as needed. Your cooperation is crucial for fostering a positive and lawful environment, ensuring the success and integrity of TSC.

Dress Code

The College's [Employee Expectations Policy](#) requires employees to maintain a professional appearance that is appropriate for their role and our workplace environment. Our standard dress code is business casual, unless specified otherwise for roles that require uniforms or specific safety gear. For positions with particular safety or operational requirements, adherence to the provided standards for uniforms and protective wear is mandatory. Please refer to your supervisor for more detailed instructions.



EMPLOYEE BENEFITS

Benefits

Tallahassee State College is integrated with the State of Florida's State Group Insurance program, providing comprehensive benefits package. All full-time employees filling a regularly established position are eligible to participate. The programs include:

State of Florida sponsored programs (enrolled through People First portal):

- Medical
- Dental
- Vision
- Life (\$25,000) – at no cost to employees
- FSA – Medical & Dependent Care
- Supplemental Life
- Voluntary Benefits

Tallahassee State College sponsored programs (enrolled through Workday):

- Dental
- Vision
- Life (2 X Salary) at no cost to employees
- Supplemental Life
- Long-Term & Short-Term Disability
- Voluntary Benefits

Enrollment is completed both in Workday, as well as in the People First portal. It is imperative for all new employees to enroll or waive their benefit elections.

Eligibility and Termination of Benefits

Employees have 60 days to enroll in health benefits with People First. After 60 days, the employee must either have a qualifying life event (which has a 30-day window) or wait until annual open enrollment to enroll in health benefits, which are effective beginning the 1st of January the following year.

TSC benefits are effective on the 1st of the month after the date of hire and terminate on the last day of the month in which you are employed. For example, if your resignation date is January 15th, your TSC benefits would end January 31st.

People First health benefits are effective the 1st of the month after you have elected your benefits within and terminate the month after you are no longer employed with the College. For example, if your resignation date is January 15th, your benefits would end February 28th.

Employees can elect COBRA (Consolidated Omnibus Budget Reconciliation Act) in accordance with federal and state laws.

Please visit www.tsc.fl.edu/benefits for more detailed information.

Retirement

At Tallahassee State College, we offer retirement benefits to support our employees' financial security in their later years.

Florida Retirement System (FRS): Our employees may participate in the Florida Retirement System (FRS), a contributory retirement plan governed by the Florida Legislature. FRS offers two types of

plans: Pension Plan and the Investment Plan. The Pension Plan is designed for long-term service employees, while the Investment Plan suits a more mobile workforce. Full-time employees are automatically enrolled in the FRS plan, with options to choose the plan that best fits their needs within the first eight months of employment.

State Community College System Optional Retirement Plan (SCCORP): Administrators and Faculty members may participate in the SCCORP, a defined contribution plan offering immediate vesting and portability of funds. Eligible employees must enroll within 90 days of their appointment, and enrollment involves establishing a contract with an authorized annuity provider.

For more information on retirement benefits and enrollment, please contact Human Resources at hr@tsc.fl.edu.

Tuition Waiver and Tuition Reimbursement

Tuition Waiver - Tallahassee State College offers a tuition and fee waiver for its full-time employees and eligible family members, enabling them to take eligible credit and clock courses at the College. Contact Human Resources for the [Tuition Waiver Form](#) or download it from the [TSC website](#).

Tuition Reimbursement - Employee Only. The College offers tuition reimbursement for courses taken at regionally accredited public or private post-secondary institutions that align with a specified degree plan. Full-time benefits eligible employees who have completed their probationary period are eligible for tuition reimbursement for classes taken outside of TSC. The College may reimburse a portion of tuition for courses that enhance job skills and are successfully completed in accordance with [Professional Development and Tuition Assistance Policy](#). For more information, please contact Human Resources.

Lactation Rooms

To support our employees, TSC offers a convenient lactation room located on the 2nd floor of the Library in Room 220.

The Learning Commons

The Learning Commons is your go-to for academic support, featuring the Library and the Tutoring Center. Access a wide range of materials with your employee I.D. card, including electronic references, magazines, newspapers, and a vast collection of texts. The Learning Commons enhances your learning experience with tutoring services, an open lab, math lab, and writing lab.

Fitness Center

Employees are encouraged to utilize the fitness center located in the Lifetime Sports Complex and participate in the Wellness Program offered through the athletic department, promoting health and well-being in our workplace.

Employee Assistance Program

Tallahassee State College has partnered with Florida State University to provide our employees with a professional support system for faculty and staff of the College. The Employee Assistance Program (EAP) is a FREE, confidential program that can assist employees with professional, personal, and family issues.

Services Offered Include:

- Brief Intervention and Short-Term Counseling
- Supervisor Consults
- Organizational Development
- Mediation Services
- Debt Management

Contact Information

Phone: (850) 644-2288

Toll-Free: (877) 246-4679

<https://eap.fsu.edu/>

ADMINISTRATION OF LEAVE



Sick/Annual Leave Accrual

All full-time classified staff employees earn sick leave and annual leave monthly. Managerial Professional positions earn leave differently, please refer to Policy [1425](#) Full-time faculty should refer to Policy [2425](#) and the most recent [Collective Bargaining Agreement](#).

Type of Position	Annual Leave	Accrual Date
Classified Staff (0-5 years of service)	8	Monthly
Classified Staff (6-10 years of service)	10	Monthly
Classified Staff (Over 10 years of service)	12	Monthly
Type of Position	Sick Leave	Accrual Date
Classified Staff	8	Monthly

Administrative Leave

Administrative leave is authorized by the President or designee. Supervisors are not permitted to approve administrative leave independently. Types of Administrative Leave:

- **Bereavement Leave** - Employees may be granted up to three days of bereavement leave to attend the funeral or memorial service of an immediate family member.
- **Voting** - Employees are granted up to one hour of paid leave to vote in local, state, or federal elections if their work schedule conflicts with polling hours. Employees should notify their supervisor in advance to coordinate voting leave.
- **Community Service and Employee Wellness** - Employees may be granted up to three hours of administrative leave with pay per week, not to exceed five hours per month, to participate in approved educational or community activities.
- **Court/Jury Duty** - Employees summoned for court or jury duty are entitled to administrative leave to fulfill their civic obligations. Employees should provide advance notice to their supervisor and Human Resources and provide proof of jury duty or court appearance upon return to work.
- **Emergency Closing** - When the College is closed because of natural disasters such as hurricanes, tornadoes, floods, or other emergency conditions.
- **Military Leave** - Employees called to military duty are entitled to certain rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees should provide advance notice of military service and contact Human Resources for reemployment upon return.
- **Workers Compensation Leave** - In the event of a work-related injury or illness, employees may be eligible for benefits under the workers' compensation program. This includes coverage for medical expenses and lost wages. Employees should report any work-related injuries or illnesses promptly to their supervisor and Human Resources to initiate the claims.
- **Domestic and Sexual Violence Leave** - Employees who are victims of domestic or sexual violence, or who need to assist a family member who is a victim, may be eligible for leave under applicable state and federal laws. Confidentiality will be maintained to the extent

permitted by law. Please contact Human Resources for assistance and support, and to discuss available leave options.

Requesting Leave

Annual Leave

To request annual leave, employees should submit their requests through Workday for supervisor approval. All annual leave requests are considered based on the operational needs of the College. Annual leave requests should be requested in advance whenever possible.

Please note that annual leave cannot be utilized during probationary status.

Sick Leave

Sick leave is available for use when an employee in an established position is unable to fulfill duties due to personal illness, health care appointments, or the illness of an immediate family member. Requests for sick leave should be submitted through Workday for supervisor approval and should be made as soon as reasonably possible.

Sick leave may be used once it is earned, with no hold during probationary status.

Personal Leave

Employees are granted thirty-two (32) hours of sick leave per fiscal year (July through June) to be utilized as personal leave. When requesting personal leave, hours will be deducted from the employee's sick leave balance. Please note that unused personal leave shall not be carried over to the next fiscal year.

Leave When Changing Positions

When changing positions from one Classified Staff position to another Classified Staff role, there is no change in leave accruals. If you are promoted to a higher class, leave will be paid out at the salary of the original position.

If you change from a TSC position to a TSC Grant Funded position, all leave will be paid in accordance with policy as some Grant positions do not accept leave liability.

If you change from a TSC Grant Funded position to a TSC position, leave is paid in accordance with the grant contract.

Family and Medical Leave Act

TSC recognizes the importance of family and personal health needs. Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to up to 12 weeks of unpaid leave during a 12-month period for specified family and medical reasons. This includes the birth or adoption of a child,

caring for a family member with a serious health condition, or attending to one's own serious health condition. Employees seeking FMLA leave should contact the Human Resources department for guidance and to ensure compliance with FMLA regulations. TSC is committed to supporting our employees' work-life balance and well-being.



SEPARATION FROM EMPLOYMENT

Separation of Employment

Separation from employment at TSC covers the end of an employee's work tenure, including resignation, retirement, or involuntary dismissal. Key procedures include:

- Resignation: We request a two-week notice, when possible, for resignations to manage a smooth transition.
- Retirement: Employees planning to retire should notify Human Resources and their supervisor at least one month in advance and meet with Human Resources.
- Involuntary Dismissal: TSC ensures a fair process for terminations due to performance, misconduct, or restructuring, in line with legal and policy guidelines.
- College Property: All TSC property must be returned by the last employment day.
- Exit Surveys: Exiting employees are encouraged to share their experiences through an exit survey.
- Final Paycheck: Issued one pay cycle after separation, covering all owed compensation and accrued leave, in accordance with TSC policy.
- Benefits Continuation: HR will provide information on health benefits continuation and other benefits matters.

TSC aims for a respectful and dignified separation process, supporting both the employee and the organization.

Consolidated Omnibus Budget Reconciliation Act – Continuation of Coverage Rights

We're dedicated to keeping you informed about your rights under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") for continuing your health coverage following certain life events. This notice serves as a summary of your COBRA rights. For a full understanding, we encourage you to contact Human Resources.

- **Qualifying Events:** If you experience changes such as employment termination (excluding gross misconduct), reduction in hours, divorce, or loss of dependent status.
- **Notification Requirement:** Inform Human Resources at 850-201-8510 within 60 days of qualifying event.
- **Election Period:** 60 days from receiving the notice or from coverage end date, whichever is later.
- **Coverage Duration:** 18 months, or up to 36 months, depending on the circumstances.
- **Cost:** Individuals electing COBRA are responsible for the full cost, including an administrative fee.

For detailed information or to proceed with a COBRA election, please reach out to:

Human Resources
Tallahassee State College
444 Appleyard Drive, Tallahassee, FL 32304
Phone: 850-201-8510

DIRECTORY



Directory

Academic Affairs [\(850\) 201-8680](#)

- Social Science (SS) | [\(850\) 201-8488](#)
- Applied Sciences and Technology (AST) | [\(850\) 201-8352](#)
- Center for Learning and Development | [\(850\) 201-6208](#)
- Communications and Humanities (CH) | [\(850\) 201-6070](#)
- Healthcare Professions (HCP) | [\(850\) 558-4500](#)
- Learning Commons | [\(850\) 201-8193](#)
- Library | [\(850\) 201-8376](#)
- Science & Mathematics (SM) | [\(850\) 201-8499](#)
- TSC Online | [\(850\) 201-9400](#)

Administrative Services [\(850\) 201-8590](#)

- Auxiliary Services / Conferences and Events | [\(850\) 201-6058](#)
- Follett Bookstore | [\(850\) 575-9200](#)
- Cashier's Office | [\(850\) 201-8415](#)
- Facilities Planning and Construction | [\(850\) 201-8480](#)
- Student Financial Services and Scholarship Office | [\(850\) 201-8399](#)
- Financial Services | [\(850\) 201-8525](#)
- Human Resources | [\(850\) 201-8510](#)
- Mail and Courier Service | [\(850\) 201-8176](#)
- Campus Police Department | [\(850\) 201-6100](#)
- Purchasing Department | [\(850\) 201-8520](#)
- Veteran's Affairs | [\(850\) 201-8406](#)
- Center for Innovation | [\(850\) 201-8762](#)

Communications & Marketing [\(850\) 201-6436](#)

Florida Public Safety Institute [\(850\) 201-7000](#)

Ghazvini Center for Healthcare Education [\(850\) 558-4500](#)

Information Technology [\(850\) 201-8545](#)

Institutional Effectiveness [\(850\) 201-9775](#)

President's Office [\(850\) 201-8660](tel:(850)201-8660)

Student Affairs [\(850\) 201-8490](tel:(850)201-8490)

- Academic Advising | [\(850\) 201-8440](tel:(850)201-8440)
- Admissions and Records / Registrar | [\(850\) 201-8555](tel:(850)201-8555)
- Athletics | [\(850\) 201-6085](tel:(850)201-6085)
- Career Services | [\(850\) 201-9970](tel:(850)201-9970)
- Counseling Center | [\(850\) 201-7726](tel:(850)201-7726)
- International Student Services | [\(850\) 201-8258](tel:(850)201-8258)
- Student Accessibility Services | [\(850\) 201-8430](tel:(850)201-8430)
- Student Services | [\(850\) 201-8420](tel:(850)201-8420)
- Testing Center | [\(850\) 201-8282](tel:(850)201-8282)

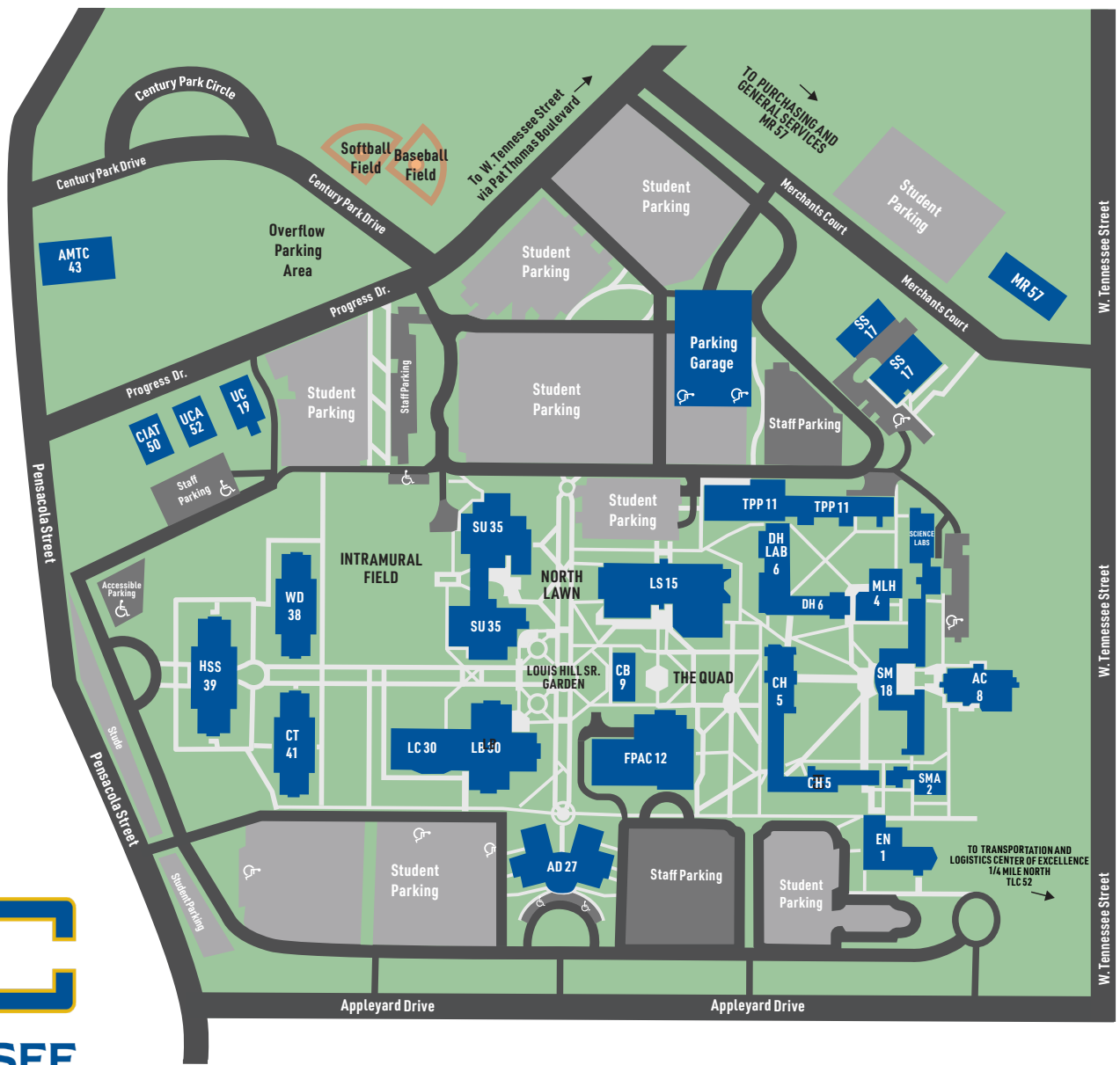
TSC Foundation [\(850\) 201-8580](tel:(850)201-8580)

Wakulla Environmental Institute [\(850\) 558-3500](tel:(850)558-3500)

Workforce Development [\(850\) 201-8760](tel:(850)201-8760)

- Advanced Manufacturing Training Center | [\(850\) 201-9720](tel:(850)201-9720)
- Gadsden Center | [\(850\) 558-3620](tel:(850)558-3620)
- Wakulla Center | [\(850\) 558-3525](tel:(850)558-3525)

MAIN CAMPUS MAP



TCA	8	Tallahassee Collegiate Academy
AD	27	Hinson Administration Building
		- Office of the President
		- Academic Affairs
		- Administrative Services
		- Communications and Marketing
		- Financial Services
		- Human Resources
		- Information Center
		- TSC Foundation
AMTC	43	Kim B. Williams Advanced Manufacturing Training Center
AP	3	Academic Support Building
CB	9	Center Building
		- Campus Police
		- Information Technology Help Desk
CH	5	Communications and Humanities Building
CIAT	50	Construction/Industrial Applied Technology Building
CT	41	Computer Technology Building
		- Richard W. & Karen B. Moore Veterans Success Center

DH	6	Dental Hygiene Building
		- Dental Hygiene Lab and Clinic
EN	1	English Building
FPAC	12	Fine and Performing Arts Center
		- Ralph Hurst Gallery
		- Fine Art Gallery
		- Turner Auditorium
		- Pankowski Family Honors Lounge
		- Testing Center
HSS	39	T.K. Wetherell History and Social Sciences Building
LC	30	William D. Law, Jr. Learning Commons
LB	30	Library
MLH	4	Judge Walter T. Moore Lecture Hall
LS	15	Lifetime Sports Complex
		- Athletics Fitness Center
		- Bill Hebrock Eagledome
		- Intramural Sports
MR	57	Purchasing and General Services
		*Actual building not shown on map
SMA	2	Science and Mathematics Annex
SM	18	Science and Mathematics Building

SU	35	Student Union
		First Floor
		- Bookstore
		- Enrollment Call Center
		- Food Court
		- Student Services
		- Student Union Ballroom
		- The Den
		- Talon's Lounge
		- Talon's Market
		- Transfer Services
		Second Floor
		- Admissions and Records
		- Advising Center
		- Career Services
		- Cashier's Office
		- Eagle Connections
		- Financial Aid
		- International Services
		- Office of Student Affairs
SS	17	Support Services Building
TLC	52	Transportation & Logistics Center of Excellence
		*Actual building not shown on map
TPP	11	Technology and Professional Programs Building
		- Counseling Center
		- Student Accessibility Services
UCA	51	University Center Annex
UC	19	University Center
WD	38	Workforce Development

Handbook Acknowledgement and Receipt

I acknowledge that I have received a copy of the Tallahassee State College Employee Handbook. I understand that detailed policies, rules, and benefits described in the Employee Handbook are subject to change and are further outlined in the College's [Policy Manual](#) and Collective Bargaining Agreement. This handbook acknowledgment form will be retained in my personnel record/electronic profile.

Employee Signature

Date



TSC | **HUMAN
RESOURCES**