

# University of Fort Lauderdale



## Employee Manual

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### ABOUT THE UNIVERSITY OF FORT LAUDERDALE



The University of Fort Lauderdale is a religious educational institution established as an outreach of Plantation Worship Center Ministries, INC. In 1995, Pastor Henry Fernandez began what he termed, the School of Ministry. As he taught bible study, he recognized the desire that many individuals had to delve deeper into the study of the Word. Pastor Fernandez's call to "feed my sheep" extended far beyond the call to minister to a congregation. He had a desire to prepare others who also shared this love for ministry. From this desire, UFTL emerged.

A team, consisting of Pastor Henry Fernandez, Minister Debra Allen and Mr. Keno Simmons brought forth the vision given by the Holy Spirit for University of Fort Lauderdale. It is the belief of these visionaries that if individuals are prepared to be leaders, pastors, teachers, evangelist, missionaries, administrators and effective servants of God, the gospel will go forth with integrity and power.

As a private institution, University of Fort Lauderdale is governed by a group of Board of Directors.

#### History of UFTL

Drs. Henry and Carol Fernandez, senior pastors of The Faith Center, an internationally renowned ministry, founded University of Fort Lauderdale in 1995 as a non-denominational Christian institution. The commitment was to establish an institution of higher education in South Florida to access the world, advance Christian education and promote leadership in both secular and non-secular areas. Education was identified as the catalyst to prepare individuals to be responsive and effective to the call of God.

#### Vision Statement

"Where there is no vision, the people perish" (Proverbs 29:18).

Our vision is to have a Christian environment, dedicated to higher learning that will be a motivating climate for individual and diverse students to learn, explore, and develop for the call to fulfill the Great Commission. Graduates will influence the greater world community for the cause of world peace and a better life for God's people. Our students will be tomorrow's visionary and trendsetting individuals who will lead others, addressing challenges yet to be defined. Whether students are called to religious or non-religious vocations, the vision requires a common link: purpose, character, integrity, and credibility



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knowledge and skills. Therefore, the faculty and staff are attentive to advance the University's vision through an innovative Christian learning environment.

### **Mission Statement**

The mission of the University of Fort Lauderdale is to be a premier Christian institution of higher learning empowering future leaders through higher educational degrees rooted in Biblical principles and academic excellence, to influence the world intellectually, technologically, and through research.

### **Statement of Faith**

The affirmation is that Scripture from the Old and New Testaments are the inspired, infallible and revealed Word of God. There is belief in the sinless life of our Lord and Savior Jesus Christ; His miracles; His vicarious and atoning death; His bodily resurrection; His bodily ascension into heaven; and His imminent return. Jesus is Lord over all things, and He is presently seated at the right hand of God the Father interceding for His redeemed. The Holy Spirit reveals the truth of God's Word and endues men and women with power to minister. University of Fort Lauderdale was founded and functions under these biblical truths:

- The Bible is the unique, invaluable, authoritative foundation, divinely inspired and written within all canonical books of the Old Testament and New Testament.
- The full historicity and perspicuity of the biblical record of primeval history, indulging the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse of the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- The Trinity is the triune Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.
- The Father is God, the first person of the Divine Trinity, is the infinite Spirit - sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.
- The Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.





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- Redemption is the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
- Salvation is personal, from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.
- The Holy Spirit is the third person of the Godhead who convicts, guides, teaches, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.
- Creation is the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- Satan is the existence of a personal, malignant being who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.
- The Second Coming is the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

University of Fort Lauderdale was founded on these religious principles and serves as an educational vehicle to promote and advance Christian and secular education and learning.

### **Philosophy**

The philosophy of University of Fort Lauderdale is that higher education is the catalyst to fully equip leaders to achieve the mission set forth. The belief is that excellence in education will bring about superior leaders and these achievers are essential to reach and restore the world for Christ.

The University defines higher education as the advancement of scholastic study, research, and professionalism that extends beyond secondary education. Academic goals at associate's, baccalaureate, masters or doctoral levels are designed to advance knowledge in general, specialized, and creative areas of study. It is the distinction, integration, and competence in these areas that distinguish the University.



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### Objectives

The mission and philosophy provides a fundamental basis for the institutional objectives to:

- Foster and direct quality towards excellence in ministry, leadership, business, and academia.
- Actualize academic goals for religious and non-religious courses without any compromise to the quality of content.
- Develop individuals to be responsive and effective to the call of God whether or not their professional discipline is concentrated in religious or non-religious areas.
- Rightly position individuals to make exceptional contributions to the profession of their choice.
- Provide essential knowledge and leadership that is highly valued and respected across language, race, gender, economic, religious, and geographic barriers.
- Serve as a vehicle to direct academic goals, whether in religious or non-religious courses, that will develop critical thinkers, exemplify leaders, and create competent professionals.
- Assure mastery in specific areas of knowledge that are in both religious and non-religious courses.
- Fulfill the responsibility to develop individuals in both religious and non-religious studies to assure that the gospel will go forth with integrity, power, and excellence.

### Academic Purpose Statement

The University of Fort Lauderdale is an innovative Christian learning environment. The mission of University of Fort Lauderdale is to educate, develop and focus individuals in the art of becoming accomplished 21st century leaders. University of Fort Lauderdale serves as an international, technological and innovative institution of higher education where God is first. The academic values are excellence, leadership, purpose-driven, partnerships, and faith in God.



## Statement of Faith

The affirmation is that Scripture from the Old and New Testaments are the inspired, infallible and revealed Word of God. There is belief in the sinless life of our Lord and Savior Jesus Christ; His miracles; His vicarious and atoning death; His bodily resurrection; His bodily ascension into heaven; and His imminent return. Jesus is Lord over all things, and He is presently seated at the right hand of God the Father interceding for His redeemed. The Holy Spirit reveals the truth of God's Word and endues men and women with power to minister. University of Fort Lauderdale was founded and functions under these biblical truths:

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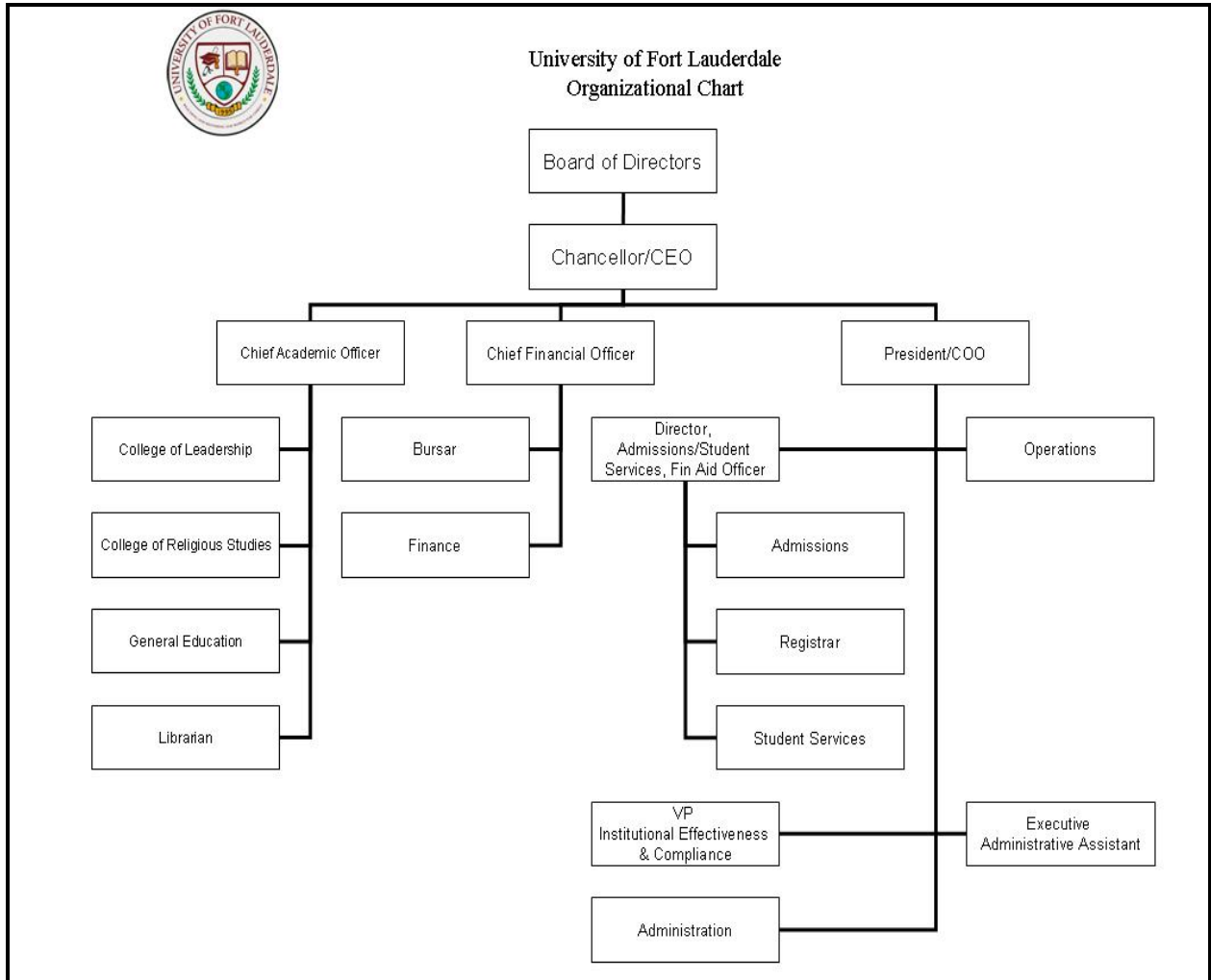
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### **Organization of the University**

UFTL is organized as follows:

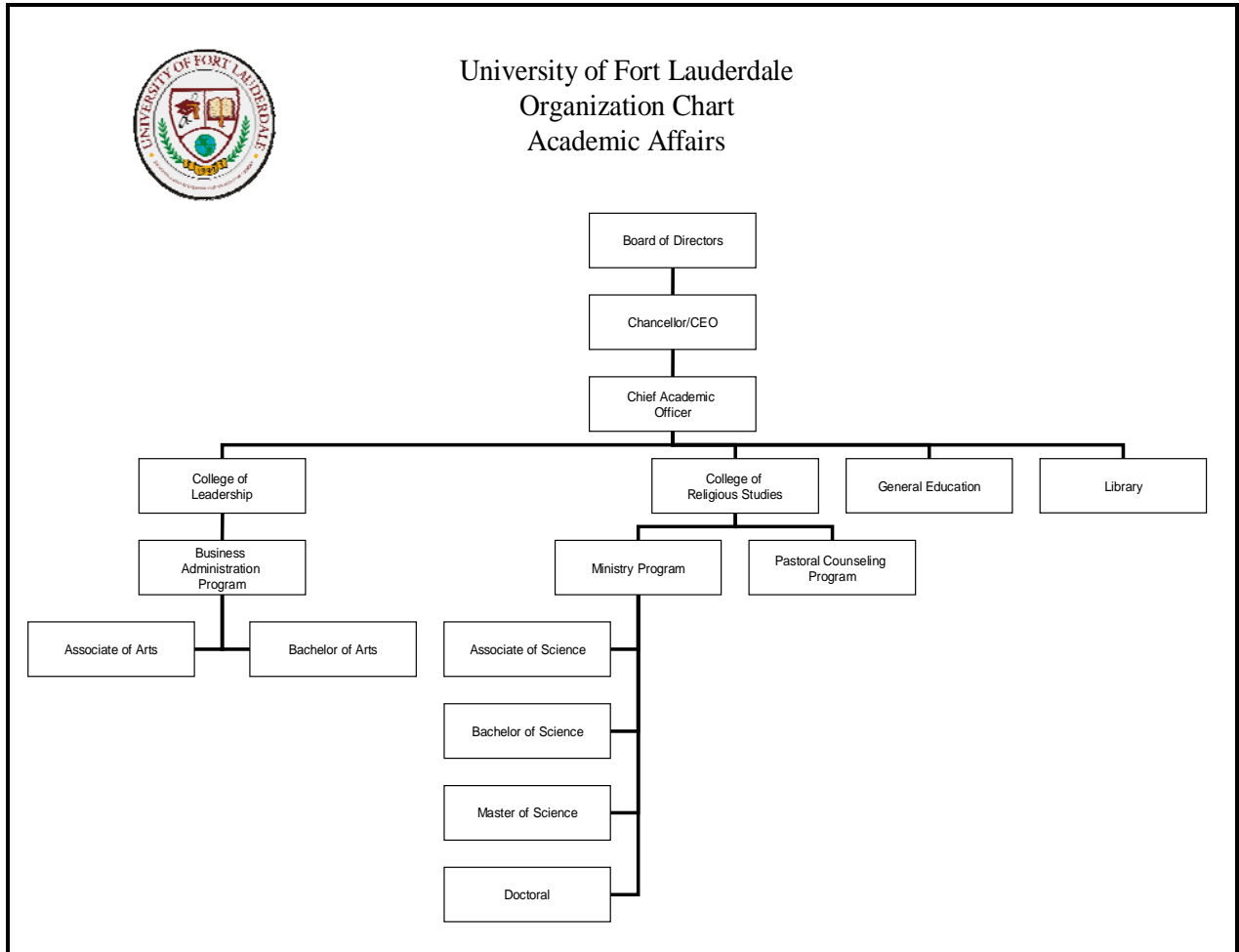


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Students of University of Fort Lauderdale may choose academic advancement from two colleges: the College of Business Leadership and the College of Religious Studies.

### College of Business Leadership

Excellence in leadership cannot be genetically inherited. It must be nurtured through study, preparation, practice and participation. The College of Business Leadership exists to do just that: advance the education and building of leaders in the national and international marketplace.

The University's business professors bring the combination of education, real-life experience, and application of best business practices into the classroom. Students learn and



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apply real-world market concepts to help ensure their success in the 21st century marketplace.

The College of Business Leadership offers undergraduate majors in Business Administration and Accounting and a graduate major in Business Leadership.

### College of Religious Studies

The College of Religious Studies exists to educate men and women to be ministers and pastors and to equip them for excellence in service to Christ in the strategic fields of Christian ministry. This is accomplished through an educational program and an environment of spiritual fellowship and relationship that emphasize unreserved commitment to the worship of God; submission to the authority of the Scriptures; a life of personal holiness; the mission of the local church; and the mission of penetrating the world with truth.

The College of Religious Studies offers undergraduate majors in Christian Education, Christian Counseling, Ministry and Theology. The College also offers two graduate majors in Ministry and Pastoral Counseling and a doctorate in Ministry.

### **Statement of Control**

University of Fort Lauderdale is a privately held corporation incorporated in the State of Florida. University of Fort Lauderdale is managed and controlled by University of Fort Lauderdale's Board of Directors.

### **Board of Directors**

**Dr. Henry Fernandez, Chancellor/CEO**  
Senior Pastor, The Faith Center  
Lauderhill, Florida

**Honorable Ilona Homes, Chairperson**  
Circuit Court  
Lauderdale Lakes, Florida

**Dr. Myles Monroe**  
Bahamas Faith Ministries International  
Nassau, Bahamas

**Vice Mayor Margaret Bates**  
Lauderhill, Board of Commissioners  
Lauderhill, Florida

**Dr. Patricia Morgan**  
Morgan Ministries International  
Kingston, Jamaica

**Attorney Willie Gary**  
Stuart, Florida



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**Dr. Sharon Morris**  
Atlanta, Georgia

**Mr. Keith Harrell**  
Orlando, Florida

### **State Licenses**

University of Fort Lauderdale is licensed by the Commission for Independent Education, Florida Department of Education to confer Associate of Arts and Science, Bachelor of Arts and Science, Master of Arts and Science and Doctoral degrees. Additional information regarding the institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

### **Accreditation**

The University of Fort Lauderdale is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Candidate status as a Category IV institution by the TRACS Accreditation Commission on April 7, 2009; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE, the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **Facilities**

University of Fort Lauderdale is located in the City of Lauderhill and comprises 11,856 sq. ft. consisting of administrative offices, classrooms, chapel/lecture hall, and library. The campus is conveniently located near to several shopping malls and recreational areas. The University is in walking distances from a bus depot and city owned facilities such as community centers, swimming pools, parks, and golf and tennis courts.

### **Equal Opportunity Statement**

University of Fort Lauderdale is an equal access and equal opportunity institution and therefore, admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

The University does not practice nor support discrimination against individuals regarding race, religion, color, national, and ethnic origin, or sex in administration of its educational policies, admission policies, employment policies, scholarship and loan programs. Moreover, University of Fort Lauderdale does not discriminate in admissions or access to or employment of persons with impaired vision, hearing, or physical mobility. University of Fort Lauderdale is an equal access and opportunity institution of higher education. The





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University does not permit any activities that may encourage or condone hazing, harassment, or discrimination.

### Employee Relations Policy

1. Operate a Christian university that will equip students for ministry and an economically successful business so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, marital status, political belief, veteran status, HIV status, sickle cell trait or disability that does not prohibit performance of essential job functions.
3. Pay all employees according to their effort and contribution to the success of our university.
4. Review wages, employee benefits and working conditions consistently with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid vacations and holidays to all eligible employees.
6. Provide eligible employees with medical, disability, retirement and other benefits.
7. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
8. Assure employees, after talking with their supervisor, an opportunity to discuss any problem with officers of UFTL.
9. Give reasonable, prompt and fair attention to any complaints which may arise in the every day conduct of the university.
10. Respect individual rights, and treat all employees with courtesy and consideration.
11. Maintain mutual respect in our working relationship.
12. Provide buildings and offices that are attractive, comfortable, orderly and safe.



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13. Promote employees on the basis of their ability and merit.
14. Make promotions or fill vacancies from within UFTL which it deems appropriate.
16. Keep all employees informed of the progress of UFTL, as well as the university's overall aims and objectives.
17. Do all these things in a spirit of friendliness, love and cooperation so that UFTL will continue to be known as "a great Christian place to work!"

### **What UFTL Expects From You**

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with executives and your fellow employees and maintain a good team attitude. How you interact with fellow employees and the students whom UFTL serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by UFTL. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the university overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed UFTL's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making UFTL a "Spirit Filled" university where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of UFTL. We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that UFTL intends for you. Your dignity and that of fellow employees, as well as that of our students and most importantly the Holy Spirit, is important.

UFTL needs your help in making each working day enjoyable and rewarding.



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# Employment

## **Personnel Administration**

### **Your Personnel File**

#### Employment Classifications

- Full-Time Employees**
- Part-Time Employees**
- Temporary Employees**
- "Non-Exempt" and "Exempt" Employees**

#### Employment Policies

- Anniversary Date
  - At Will Employment
  - Bonding Requirement
  - Business Hours
  - Confidential Information
  - Student Relations
  - Driver's License & Driving Record
  - Equal Employment Opportunity
  - Harassment
  - Health Examinations
  - How You Were Selected
  - Introductory Period
  - Job Descriptions
  - Knowledge of UFTL
  - Outside Employment
  - Proof of U.S. Citizenship and/or Right to Work
  - Relatives
  - We Need Your Ideas
- 
- Standards of Conduct
- 
- Disciplinary Actions
  - Dismissal



## Personnel Administration

The task of handling personnel records and related personnel administration functions at UFTL has been assigned to: The Director of Business Affairs. Questions regarding insurance, wages, and interpretation of policies may be directed to the Director of Business Affairs.

### YOUR PERSONNEL FILE

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your Supervisor or The Director of Administrative and Student Services as soon as possible:

1. Legal name
- Home address
2. Home telephone number
- Person to call in case of emergency
3. Number of dependents
- Marital status
4. Change of beneficiary
5. Driving record or status of driver's license, if you operate any UFTL vehicle
6. Military or draft status
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under UFTL's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since UFTL refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

### ACCESS TO PERSONNEL FILE

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. An employee must submit a written request to the Director of Business Affairs to review his/her own personnel file.



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Personnel files are confidential and not subject to disclosure to anyone other than the President of UFTL and appropriate management level employees of UFTL without the written consent of the President of UFTL.



## Employment Classifications

### **Full-Time Employees**

At the time you are hired, you are classified as either full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this manual apply only to full-time employees. All other policies described in this Manual and communicated by UFTL apply to all employees, with the exception of certain wage, salary and time of limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

An employee who has successfully completed the Introductory Period of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Note: See "Introductory Period" section of this manual for a full description of UFTL's Introductory Period".

### **Part-Time Employees**

An employee who works less than a regular forty (40) hour work week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this manual, except as granted on occasion and approved by the President of UFTL, or to the extent required by provision of state and federal laws.

### **Temporary Employees**

From time to time, UFTL may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be



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considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than eight (8) hours in one day or more than forty (40) hours during any work week will receive overtime pay.

### **"Non-Exempt" and "Exempt" Employees**

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as "non-exempt" in this manual. This means that they are not exempt from (and therefore should receive) overtime pay.

**Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this manual for a full description of overtime payment policies.**

Exempt employees are executives, supervisors, professional staff, technical staff, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.





## **Employment Policies**

Whether you are a new hire or a former employee returning to UFTL, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your supervisor, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this manual. It is designed to answer many of your questions about the practices and policies of UFTL, what you can expect from UFTL, and what UFTL expects from you.

## **Anniversary Date**

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual.

## **At Will Employment**

All employment and compensation with UFTL is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either UFTL or yourself, except as otherwise provided by law. Furthermore, your status as an at-will employee may not be changed except in writing signed by the President of UFTL.

## **Bonding Requirement**

Under certain circumstances, UFTL may require that you be bonded. It is your responsibility to assure that you are bondable. UFTL will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.



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### **Business Hours**

Our regular operating hours are from 9 A.M. to 5:30 P.M. Monday through Friday.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor or department head. Most employees are assigned to work a forty (40) hour work week. You are required to take a one (1) hour paid lunch period daily; please understand that you **may not** "work through lunch" in order to arrive late or to leave early or to work extra time.

### **Confidential Information**

It is the policy of UFTL to ensure that the operations, activities, and business affairs of UFTL and our students are kept confidential. Our partners and students entrust UFTL with important information relating to themselves. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, UFTL earns the respect and further trust of our partners and students.

Your employment with UFTL assumes an obligation to maintain confidentiality, even after you leave our employment.

Therefore, do not discuss UFTL business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what they might do with information they get from you.

If you are questioned by someone outside the university or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your supervisor or to the President.

No one is permitted to remove or make copies of any UFTL records, reports or documents without prior management approval. Employees will be asked to sign a statement of confidentiality at the time of hire and periodically throughout their term of employment to acknowledge their awareness of, and reaffirm their commitment to this policy.



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UFTL considers disclosure of confidential information a serious form of employee misconduct subject to disciplinary action up to and including dismissal.

### Student Relations

The success of UFTL depends upon the quality of the relationships between UFTL, our employees, our partners, our students and the general public. Our students' impression of UFTL and their interest and willingness to attend our university is greatly formed by the people who serve them. In a sense, regardless of your position, you are UFTL's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, UFTL and the Holy Spirit.

Here are several things you can do to help give students a good impression of UFTL:

1. Act competently and deal with students or prospective students in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on student questions and concerns promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These are the building blocks for your and UFTL's continued success. Thank you for adding your support.

### Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to UFTL from time to time. Any changes in your driving record must be reported to the personnel department immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Note: See "Traffic Violations" and "Use of Company Vehicle" in the "Other Policies" section of this Manual for further information.

### Equal Employment Opportunity

As an equal opportunity employer, UFTL views discrimination as a serious form of employee misconduct which not only has a negative impact upon employee morale and productivity, but also is a violation of federal and state laws. The purpose of this policy is to



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comply with federal and state laws regulating the workplace and prohibit all forms of discrimination

UFTL will provide equal employment opportunity without regard to race, color, sex, age, disability, national origin, marital status, sexual orientation, ancestry, political belief or activity, veteran status, HIV status, or sickle cell trait.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of UFTL to comply with all the relevant and applicable provisions of the Americans with Disabilities Acts (ADA). UFTL will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. UFTL also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that UFTL's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

This policy applies to action of supervisors, coworkers, customers, and other nonemployees with whom employees come into contact in the course of their employment and will be strictly enforced.

Note: Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

### Harassment Policy

UFTL intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with work

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performance. Harassment of any sort - verbal, physical, visual - will not be tolerated. UFTL views all forms of harassment as a serious form of employee misconduct subject to discipline up to and including dismissal.

### What Is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

### Responsibility

All UFTL employees, and particularly Supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or any executive representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the university to do so.

### Reporting

Any incidents of harassment must be immediately reported to a supervisor or other executive representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. UFTL will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

### Health Examinations

UFTL reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his/her essential job functions. All such health exams shall be paid for by the employee.

### How You Were Selected

We carefully select our employees through written application, personal interview and reference checks. After all available information was carefully considered and evaluated, you



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were selected to become a member of our team. This careful selection process helps UFTL to find and employ people who are concerned with their own personal success and the success of UFTL; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with UFTL and who can work well with our team.

### **Introductory Period**

Your first 90 days of employment at UFTL are considered an Introductory Period, and during that period you will not accrue benefits described in this manual unless otherwise required by law. This Introductory Period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job description, as well as becoming familiar with UFTL's services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a try-out time for both you, as an employee and UFTL, as an employer. During this Introductory Period, UFTL will evaluate your suitability for employment, and you can evaluate UFTL as well. At any time during this first 90 days, you may resign without any detriment to your record.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on semi-annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause." A former employee who has been rehired after a separation from UFTL of more than one (1) year is considered an introductory employee during their first thirty (30) days following rehire.

### **Job Descriptions**

We maintain a job description for each position in UFTL. When your duties and responsibilities are changed, your job description will be updated. If you wish to see your job description, please ask your supervisor or the Director of Business Affairs.

### **Knowledge of UFTL**

After having learned to competently perform your own duties, your next step is to familiarize yourself with other UFTL activities. This can prove valuable to you, our students and UFTL as well. UFTL may provide additional "cross-training."



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Knowledge of the services of UFTL will help you avoid the "I don't know" syndrome. Our students' confidence in you increases as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to your supervisor, or to a person more qualified to respond.

### **Outside Employment**

What you do on your free time is your own business. However, if you are employed by UFTL in a full-time position, UFTL will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at UFTL.

If you are thinking of taking on a second job, it would be wise to notify your supervisor immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at UFTL nor pose a conflict of interest.

### **Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

### **Relatives**

Close relative should not be working in the same area. UFTL has the discretion to transfer the employee in such situations. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse's children, siblings, parents and grandparents.

### **Security Checks**

UFTL may exercise its right to inspect all packages and parcels entering and leaving our premises.

Note: See "Suggestions" in the "Other Policies" section of this Manual for specific instructions on submitting suggestions.

Remember, there may be areas in UFTL's operation that can be improved. These could be in service, production methods, equipment, communications, safety, ways to reduce costs, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Your contributions, as well as those of



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others, could expand UFTL! Also, make sure to document your innovations and money-saving efforts and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings or profits generated, etc.) - these may favorably affect your wage, salary or promotion reviews.

### Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at UFTL, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to UFTL and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

### **Disciplinary Actions: Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of UFTL. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- \* Willful violation of any university rule; any deliberate action that is extreme in nature and is obviously detrimental to UFTL's efforts to operate profitably.
- \* Willful violation of security or safety rules or failure to observe safety rules or UFTL safety practices; tampering with UFTL equipment or safety equipment.
- \* Negligence or any careless action which endangers the life or safety of another person.
- \* Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on the university campus except medications prescribed by a physician which do not impair





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work performance.

- \* Unauthorized possession of dangerous or illegal firearms, weapons or explosives on the university campus.
- \* Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the university campus or when representing UFTL; fighting, or horseplay or provoking a fight on the university campus, or negligent damage of property.
- \* Unsatisfactory or careless work; failure to meet standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- \* Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- \* Threatening, intimidating or coercing fellow employees or students on or off the campus - at any time, for any purpose.
- \* Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of the university campus, or the property of fellow employees, students, suppliers, or visitors in any manner.
- \* Theft of university property or the property of fellow employees or students; unauthorized possession or removal of any university property, including documents, from the premises without prior permission from management; unauthorized use of the university equipment or property for personal reasons; using the university equipment for profit.
- \* Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by UFTL; unauthorized alteration of university records or other university documents.
- \* Violating the non-disclosure agreement; giving confidential or proprietary UFTL information to competitors or other universities or to unauthorized UFTL employees; working for a competing university while a UFTL employee; breach of confidentiality of personnel information.
- \* Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- \* Immoral conduct or indecency on the university campus.
- \* Conducting a lottery or gambling on the campus.

Occurrences of any of the following activities, as well as violations of any UFTL rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- \* Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes;



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- making racial or ethnic slurs.
- \* Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
- \* Sleeping on the job; loitering or loafing during working hours.
- \* Excessive use of university telephone for personal calls.
- \* Smoking and drinking of alcohol beverages on the campus, which is restricted by the university policies.
- \* Creating or contributing to unsanitary conditions.
- \* Posting, removing or altering notices on any bulletin board on the university campus without permission of an officer of UFTL.
- \* Failure to report an absence or late arrival; excessive absence or lateness.
- \* Obscene or abusive language toward any supervisor, employee or student; indifference or rudeness towards a student or fellow employee; any disorderly/antagonistic conduct on university campus.
- \* Speeding or careless driving of a university vehicle.
- \* Failure to immediately report damage to, or an accident involving university equipment.
- \* Violation of UFTL's solicitations, distributions, and collections rule, soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on university premises.
- \* Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- \* Eating food and beverages in undesignated areas.
- \* Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records, or causing someone to alter your timecard or records.

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

**Verbal Warning**  
**Written Warning**  
**Dismissal**

Written warnings, Demotion and Suspensions (with or without pay) will include the reasons for the supervisor dissatisfaction and any supporting evidence. You will have an opportunity



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to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. Disciplinary actions may also include other measures not listed above deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The President or another senior executive will give a second opinion concerning the unacceptable behavior before dismissal occurs.

In appropriate circumstances, UFTL may deviate or dispense with the disciplinary procedure outlined herein and impose discipline.

If you commit any of the actions listed below, or any other action not specified but similarly serious, you may be suspended without pay pending the investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Falsification of University records
3. Failure to follow safety practices
4. Conflict of interest
5. Threat of, or the act of doing bodily harm
6. Willful or negligent destruction of property
7. Sale and/or possession of intoxicants, drugs or narcotics
8. Neglect of duty
9. Refusal to perform assigned work or to follow a direct order

### **Dismissal**

Employment with UFTL is at-will in that it can be terminated with or without cause, at any time, at the option of either UFTL or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by UFTL rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.



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### Compensation & Performance

#### **WAGE & SALARY POLICIES**

Call Back Pay  
Computing Pay  
Deductions From Paycheck (Mandatory)  
Deductions (Other)/Direct Deposit  
Error in Pay  
Overtime Pay  
Pay Period & Hours  
Reporting Time Pay  
Termination & Severance Pay

#### **PERFORMANCE & COMPENSATION REVIEWS**

Performance Reviews  
Compensation Reviews

#### **WORK SCHEDULE**

Absence or Lateness  
Attendance  
Closure After Starting Time  
Excessive Absenteeism or Lateness  
Lunch Period  
Lunch Room Facility  
Record of Absence or Lateness



## **Wage & Salary Policies**

It is UFTL's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and university performance and in compliance with all applicable statutory requirements.

### **Application**

UFTL applies the same principles of fairness and external comparability to all employees, regardless of organizational level, race, color, sex, national origin, disability, age, marital status, veteran status, HIV status, or sickle cell trait.

### **Basis for Determining Pay**

Your pay is influenced by four factors:

1. The nature and scope of the job
2. What other employers pay their employees for comparable jobs
3. Individual performance
4. Economic condition of UFTL

### **Job Scope**

Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each job at UFTL are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

### **External Comparability**

Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically UFTL will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the university can afford, to maintain market comparability.



## **Individual Pay**

An individual's pay within this range will depend on his sustained performance over time. Each year every employee will have a performance review with his supervisor. During that review, significant performance events that occurred throughout the year will be discussed.

The overall performance rating will influence the wage/salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you have significant impact on your pay.

## **Call Back Pay**

Occasionally, you may be asked to return to work after you have left the premises for the day. If this occurs, non-exempt employees will be guaranteed a minimum of two 2 hours of pay. If you work longer than two 2 hours, you will be paid for the time you actually work.

## **Computing Pay**

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, UFTL will compute your time on the basis of a forty (40) hour work week.

## **Deductions From Paycheck (Mandatory)**

UFTL is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes, your contribution to Social Security, and Medicare as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor or the Director of Business Affairs immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever UFTL is ordered to make such deductions.



Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

### **Deductions (Other)/Direct Deposit**

It may be possible for you to authorize UFTL to make additional deductions from your paycheck, such as for Christmas Clubs, credit union loan payments, payroll savings plans, etc., or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact the Director of Business Affairs for details and the necessary authorization forms.

### **Error In Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

### **Overtime Pay: Non-Exempt Employees Only**

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your supervisor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your supervisor. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. **Incidental Overtime:** Incidental overtime is not scheduled, it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot



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perform the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a "non-exempt" employee and you perform overtime work, you will be paid overtime pay, for any time over forty(40)hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will be counted as hours worked for the purpose of computing eligibility for overtime pay.

### **Holiday**

Full-time "non-exempt" employees who work on a University holiday, approved by his/her supervisor, will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that work week.

*Note:* See "Holiday Policies" in the "Benefits" section of this manual for further information.

### **Pay Period & Hours**

Our payroll work week begins on Monday at 9:00 a.m. and ends on Friday at 5:30 p.m.

### **Fiscal Pay Period/Bi-weekly**

(26 pay periods per year) Payday is normally on every other Wednesday for services performed for the two (2) week period ending the previous Friday at 5:30 p.m.

Changes will be made and announced in advance whenever UFTL holidays or closings interfere with the normal payday.

### **Paycheck Distribution & Cashing Procedures**

Paychecks are distributed by your supervisor.

### **Reporting Time Pay - Inclement Weather**

In the event that inclement weather, power/utility failure, fire, flood or some other job related interference keeps us from operating, you will receive your regular pay for up to a maximum





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of three workdays, provided UFTL officially declares that it is closed for that time. Every effort will be made to provide you with advance notice in the event we will be closed.

### **Termination Pay**

UFTL hopes and expects that you will give at least two weeks notice in the event you intend to leave the University.

## **Performance & Compensation Reviews**

### **Performance Reviews**

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

However, to avoid haphazard or incomplete evaluations, UFTL conducts a formal review four times a year for each employee.

Performance reviews will be conducted annually on or about each employee's anniversary date. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your supervisor will consider the following things, among others:

- \* Attendance, initiative and effort
- \* Knowledge of your work
- \* Attitude and willingness
- \* The quality and quantity of your work
- \* The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you progress and grow in



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order to achieve personal as well as work-related goals - perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, UFTL periodically conducts a review of job descriptions to insure that you are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

The completed performance evaluation is retained in the employee's personnel file.

### **Compensation Reviews**

Wage and salary increases are based on merit alone, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase.

UFTL conducts compensation reviews annually on or about each employee's anniversary date, following their annual performance review. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive in the case of late reviews, at the discretion of the President. UFTL reserves the right to dispense with performance reviews and compensation reviews at its discretion.

### **Work Schedule**

The normal work week consists of five (5) days, eight (8) hours long, Monday through Friday. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervisor.

### **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. UFTL is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, contact your supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. He or she will determine when will be the most suitable time for you to be absent from your work.



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When you call in to inform UFTL of an unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, inform your supervisor when you expect to arrive for work. **Notifying the switchboard operator or a fellow-employee is not sufficient.** If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another director. **Failure to follow this Call-In policy will not be tolerated and could lead to disciplinary action up to and including dismissal.**

Absence from work for three (3) consecutive days without notifying your supervisor or the personnel administrator will be considered a voluntary resignation.

### **Attendance**

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your work station, inform your supervisor where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to disciplinary action up to and including dismissal.

Note: See "Excessive Absenteeism or Lateness" later on in this section for further information.

### **Closure After Starting Time**

If severe weather conditions exist and the President (or designated representative) decides to close UFTL for the remainder of the day, you will be notified as soon as possible by your supervisor. If you are sent home you will be paid for the day.

### **Excessive Absenteeism or Lateness**

In general, five (5) work day absences in a 80-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to UFTL as an absence. Three (3) such incidents in a 80-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered. Be aware that



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excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

### **Lunch Period**

If you work longer than four (4) hours, you will be given a paid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your supervisor will give you your lunch period schedule. You may leave the premises during your lunch period, however, you must (1) punch in and out /sign in and out (2) and return to work on time at the end of your lunch period.

### **Record of Absence or Lateness**

If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.



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### Benefits

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Insurance Coverage

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Annual Party or Outing  
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Education Assistance  
Education/Training (Attending Seminars/Training Sessions)  
Employee Assistance Program  
Flower Policy

### **The Benefits Package**

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by UFTL, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in UFTL and its employees. It not only insures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help UFTL grow. UFTL will periodically review the benefits program and will make modifications as appropriate to the universities condition.

### **Eligibility for Benefits**

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

Note: See "Introductory Period" in the "Employment" section of this Manual for further information.



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*Temporary employees are not eligible for benefits.*

### **Paid Leaves of Absence**

Time off for any reason during a working day will count first against your allotted sick days or personal days, as appropriate, in hourly, quarter day, half day or full day increments. Once you have used all of your earned sick or personal days, the time will be counted against your earned vacation time. Thereafter, unless specifically excepted, any time off will be without pay.

### **Holidays**

Only full-time employees are eligible for holiday pay.

You are not eligible to receive holiday pay during your Introductory Period, nor are you eligible to receive holiday pay if you are a part-time employee or a temporary employee.

### **Recognized Holidays**

The following holidays are recognized by UFTL as paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

### **Holiday Policies**

You may take time off to observe your religious holidays. If available, a full day of unused (sick/personal) leave or a vacation day may be used for this purpose, otherwise the time off is without pay. You must notify your supervisor at least ten business days in advance.



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We schedule all national holidays on the day designated by common business practice.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

### **Vacations**

Vacation is a time for you to rest, relax, and pursue special interests. UFTL has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular full-time employees are eligible for paid vacation. You are not eligible for paid vacation during your Introductory Period, nor are you eligible for paid vacation if you are a part-time or temporary employee.

### **Amount of Vacation**

Full-time employees are eligible to accrue one vacation day on the first of every month, for each calendar month of service from the completion date of their Introductory Period. If your Introductory Period completion date is within the first through the fifteenth of the month, you will accrue vacation for that full month. If your Introductory Period completion date is within the sixteenth through the end of the month, you will start to accrue vacation on the first day of the following month.

### **Vacation Policies**

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore must be approved by your supervisor at least one (1) month in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from your supervisor. Such authorization is at the discretion of your supervisor, and must be granted in advance of your vacation. Any amount of advanced vacation paid but not yet earned at the time of termination of employment will be deducted from your final paycheck.





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All vacation time must be taken in full week increments, unless otherwise authorized in writing. If you are eligible for three (3) or four (4) weeks of vacation, you may take only two (2) weeks at one time unless you receive written approval from your supervisor and senior management at least six (6) weeks in advance.

If you are eligible for three (3) or four (4) weeks of vacation, you may take your third or fourth week in single-day increments. Only one (1) week of vacation may be used in single-day increments. Specific dates of vacation in single-day increments must be established by prior arrangement with your supervisor. The request will be granted as long as your absence will not seriously affect UFTL's operations. Usually, only one employee in a department may be out on a vacation at any one time.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will not continue to accrue.

If a university-paid holiday falls during your scheduled vacation period, you will receive an additional day of vacation or holiday pay, whichever you prefer.

### **Accumulation Rights**

Vacation time may be carried over and accumulated in subsequent calendar years. Exceptions to this policy may be made in unusual circumstances, each case to be considered separately by the President or the Director of Business Affairs.

### **Payment in Lieu of Vacation**

The purpose of a vacation is to provide you with a time to rest and relax; therefore, no additional wages or salary will be paid to you in lieu of a vacation.

### **Other Paid Leaves**

#### **Funeral (Bereavement) Leave**

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. (A parent, spouse, spouse's parent, child, spouse's child, brother or sister.) One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse's grandparent or



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sibling, or any member of your extended family living in your home. Only regular full-time employees are eligible for paid funeral leave.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal leave or a day of earned vacation may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our Personal Leave policy.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave. An excused absence for family death may not be retroactive, postponed or split.

### **Personal Leave**

As a full-time "non-exempt" employee, and after your Introductory Period is completed, you are eligible to take three (3) days of paid personal leave during each calendar year. You may use your personal leave in units of no less than two hours at any one time. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working hours. You are required to request personal leave time from your supervisor in advance and obtain his or her approval. During your first calendar year, the earned personal leave time is pro-rated.

Employees going on unpaid required military leave of absence may apply their personal leave at the time the leave commences if they wish.

If you are on an approved leave of absence for less than thirty (30) days, your personal leave eligibility will not be affected; should the leave extend beyond thirty calendar days, personal leave time will not continue to accrue.

This personal leave policy does not apply to "exempt" employees on our payroll. It also does not apply if personal leave is needed as a result of self-inflicted injury, illness or injury incurred while in the act of committing a felony, or unlawful use of illegal substances. In the event of an illness or injury which is covered by workers' compensation insurance, this personal leave policy will not apply.



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Personal leave may be carried over and accumulated from year to year. If you have unused personal days available at the end of the calendar year, or upon the termination of your employment with UFTL, you will be paid for that time at your regular base rate.

### **Sick Leave**

To qualify for sick leave you must be a full-time employee and have completed your Introductory Period. Time taken off before this will be without pay. If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay, eight (8) hours per day, for up to six (6) days per calendar year. You may use your sick leave in units of no less than two (2) hours at any one time. Please advise your supervisor as soon as possible that you will be absent from work due to illness.

If you have not been employed for a full year with UFTL, you will be eligible for paid sick days (upon completion of your Introductory Period) as follows: one half ( $\frac{1}{2}$ ) day for each month from the time that you complete your Introductory Period through the end of the calendar year. For example, if you complete your Introductory Period on May 1, you will be eligible to use four (4) paid sick days between May 1 and December 31.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling living in your home.

If you have unused sick days available upon the termination of your employment with UFTL, you will be paid for that time at your regular base rate.

If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of UFTL.

If you are required to take a disability leave of absence, any accrued sick leave will be paid at the time the leave commences; should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected; should the leave extend beyond thirty (30) calendar days, sick leave time will not continue to accrue.



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This sick leave policy does not apply to "exempt" employees on our payroll. It also does not apply if sick leave is needed as a result of self-inflicted injury, or illness or injury incurred while in the act of committing a felony or unlawful use of illegal substances.

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply, but will defer to state statutes.

Sick days will accumulate from year to year. If you have unused sick days available upon the termination of your employment with UFTL, you will be paid for that time at your regular base rate.

### **Unpaid Leaves of Absence**

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with UFTL, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. There are several types of unpaid leaves which you may be eligible for.

### **Family/Medical Leave of Absence**

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which shall be administered in accordance with applicable State and Federal laws:

- 1) Employees are eligible if they have been actively employed for 12 months, and worked at least 1250 hours (an average of 25 hours per week) during those 12 months. Salary continuation during any leave period shall depend upon the employee's qualifying for disability pay under our Disability Leave Policy.
- 2) Under the circumstances set forth below, each eligible employee shall have up to a total of 12 weeks leave during any one year period.
- 3) A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious illness of the employee's child, spouse, or parent.
- 4) A medical leave shall be granted upon the employee's own serious illness.



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- 5) Whenever possible, and subject to your health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt university operations.
- 6) In appropriate circumstances, we may require you to be examined by a university designated physician, at the university's expense.
- 7) In the event of a serious illness to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with notice, as soon as possible, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.
- 8) Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date to facilitate your return to work.
- 9) For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18 he/she must be unable to care for himself/herself due to a serious illness.
- 10) A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- 11) A serious illness is defined as an illness, injury, impairment, or physical or mental condition involving (1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility including any period of incapacity, or any subsequent treatment in connection with such inpatient care, or (2) continuing treatment by a health care provider.
- 12) Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section if the employee qualifies for a family/medical leave of absence under this section.
- 13) Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.



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- 14) If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
- 15) While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- 16) Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accrue further during any such leave period.
- 17) The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which he/she is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state in which you are employed.
- 18) During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
- 19) Should you require an extended leave beyond the period of time described in this policy, we will seek to return you to a suitable position, but cannot guarantee that one will be available. Nevertheless, you may be eligible for continuing disability pay benefits during this period in accordance with applicable insurance coverage.
- 20) Should you seek a Leave of Absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, company needs, etc. UFTL reserves the right to refuse such a request at its sole discretion.

### **Disability (Including Pregnancy) Leave Of Absence**

This plan is intended to provide, in the case of a non occupational injury, (6) weeks of salary continuation paid at 100% of the employee's base salary, beginning on the (1st) working day after your leave begins.



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Medical documentation, to the satisfaction of the University may be required for all periods of time during which Short-Term Disability benefits are requested. UFTL reserves the right to require independent medical verification of an associate's inability to work, based on a medical exam by a physician chosen by and paid for by UFTL.

UFTL classifies pregnancy as any other medically disabling condition, and will provide reasonable leave for all employees for the period of disability as determined by the employee and her physician. When ready to return to work, the employee will be reinstated to her original job or a similar level position providing circumstances have not so changed as to make it impossible or unreasonable to do so. At all times our maternity leave policy will be in compliance with the State and Federal laws.

Should an employee with an excellent work record desire more time after using all vacation time and short term disability leave, allowances may be made at the discretion of UFTL and on an individual basis. The deciding factor will be the ability of the UFTL to cover, without interruption, the position as described in the employee's job description.

If your disability, (other than pregnancy), prevents you from working for longer than six (6) weeks, when you are ready to return to work we will do our best to reinstate you to your position or a similar position, but we cannot guarantee that your job or any job will be available.

Any questions regarding pregnancy/disability leave, Short-Term Disability benefits or Leave of Absence Request Forms (required prior to the commencement of the leave) should be directed to the Human Resource Department.

Note: See "Disability Insurance" under "Insurance Coverage" later on in this section for further information.

### **Educational Leave of Absence**

An educational leave of absence may be approved if the desired curriculum is of mutual benefit to you and to UFTL. Apply in the same manner as you would for a personal leave of absence.

### **Election Day**

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after



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regular working hours. If it should be necessary, you may take up to two hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor at least one week in advance. You will not be paid for such time. Personal leave time, if available, may be used for this purpose.

### **Military Leave of Absence**

If you enter into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with UFTL.
4. If you are returning from up to six (6) months active military duty you must apply for re-employment within a reasonable time (usually thirty(30)days)after discharge from active duty. If you are returning from military duty making you absent for more than (6)months, but not longer than (5)five years, you must apply within ninety (90)days after discharge.

### **Military Reserves or National Guard Leave of Absence**

Employees who serve in U. S. military organizations or state military groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements *can* be made for replacement during this absence.

### **Personal Leave of Absence**

In very special circumstances, UFTL may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or UFTL. Your supervisor will submit your request to the appropriate member of management for final approval.





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A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue.

Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Note: See "Returning From a Leave of Absence" later on in this section for further information.

### **Insurance Premium Payment During Leaves of Absence**

UFTL will continue to pay our share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. UFTL will also continue to pay our share of insurance premiums for employee coverage and dependent coverage for the duration of an employee's unpaid family and medical leave at the level and under the conditions that coverage would have been provided in the employee had continued working and had not taken above. While you are on any other type of unpaid leave of absence from UFTL, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

## **Insurance Coverage**

### **Group Insurance**

UFTL is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. We provide group insurance underwritten by a national insurance carrier. After completion of your Introductory Period, you become eligible for coverage. At that time, you may choose to accept the insurance coverages, or not.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:



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\*Group Term Life Insurance

\*Dental Care Coverage

\*Vision Care Coverage

\*Medical Health Care Coverage

\*Dependents' Health Care Coverages

When you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

We pay 50% of the premiums for insurance coverage on you. You pay 50% of the insurance premiums for your own coverage plus 100% of the premiums for insurance coverage of your eligible dependents. Employees may authorize payment of the employees' share of the insurance premiums to be made through payroll deduction.

### **Health/Dental Insurance**

Today's many health insurance plans and options can be confusing and complicated. That is why UFTL has taken the time to carefully review the coverages and plans available. We have selected the plan we feel provides the best coverage for our employees. Refer to the literature provided by our insurance company for details on your health/dental coverage.

### **Termination of Insurance**

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance. UFTL may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of our group insurance program.

### **Government Required Coverage**

#### **Workers' Compensation**

The Florida Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by UFTL. This law was designed to

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provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

## **What Is Workers' Compensation?**

Florida's no-fault Workers' Compensation law was passed by the State legislature to guarantee prompt, automatic benefits to workers injured on the job.

Before Workers' Compensation, an injured worker had to sue his employer to recover medical costs and lost wages. Lawsuits took months and sometimes years. Juries and judges had to decide who was at fault and how much, if anything, would be paid. In most cases, the injured worker got nothing. It was a costly, time-consuming and unfair system.

Today, if you're unable to work because of a job injury, UFTL and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work - automatically, without delay or red tape.

## **Who Is Covered?**

Every UFTL employee is protected by Workers' Compensation.

## **What Is Covered?**

Any injury is covered if it's caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered. The main question is if the injury or illness is the result of the performance of your job.

## **WHEN AM I COVERED?**

Coverage begins the first minute you're on the job and continues anytime you're working for UFTL. You don't have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.



## What Are the Benefits?

### The law guarantees you three kinds of workers' compensation benefits:

- \* Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth - There's no deductible and all costs are paid directly by our workers' Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the Director of Business Affairs/University Advancement for payment through our insurance carrier.
- \* Rehabilitation services necessary to return to work - Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by UFTL through our Workers' Compensation Insurance carrier.
- \* Cash payments for lost wages - The most common kind of payments, for "temporary disability," will be made for as long as the doctor says you're unable to work. Additional cash payments may be made after you're able to work if there's a permanent handicap - for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.

## How Do I Get the Benefits?

All injuries, no matter how slight, must be reported immediately to your supervisor to assure consideration under Workers' Compensation Insurance, should complications develop later. Your supervisor will see that you receive medical attention.

There are no reports for you to fill out; no forms to sign. Just tell your supervisor what, where, when, and how it happened - enough information so that he or she can arrange medical treatment and complete the necessary reports.

In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your manager with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)



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Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

### **How Much Are the Cash Payments?**

Payments consist of one hundred (100) percent of the statewide average weekly wage, up to a maximum amount set by the State Legislature. The amount of the payments, and when and how they'll be paid, are regulated by State law. Only the State Legislature can change the law. Workers' Compensation payments are tax free. There are no deductions for state or federal taxes or Social Security.

### **When Are the Cash Payments Made?**

If you report the injury promptly, you should receive the first compensation check within 14 days. After that you'll receive a check every two weeks until the doctor says you're able to go back to work. For extremely serious injuries, the payments may continue for life.

Although UFTL will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first three days you're unable to work. However, if you're hospitalized or off work more than 21 days, payments will be made even for the first three days.

### **WHAT IF THERE'S A PROBLEM?**

Fortunately, most claims - better than 9 out of 10 - are handled routinely. After all, Workers' Compensation benefits are automatic and the amounts are set by the Legislature. But mistakes and misunderstandings do happen. If you think you haven't received all benefits due you, please contact your supervisor.

If you're not satisfied with your supervisor's explanation, get advice from the nearest office of the State Division of Industrial Accidents. If the problem still can't be resolved, it may be necessary to file an "Application for Adjudication" with the Workers' Compensation Appeals Board. That's the State agency which reviews cases where an injured worker believes he or she hasn't received what's coming to him or her.

The Appeals Board is a court of law. You can represent yourself of course, but you may want to hire an attorney. If you do, the fee about \$630 on the average - will be deducted from any benefits awarded you by the Appeals Board. If it's necessary to go to the Appeals Board to resolve your case, be sure to do so within two years from the date of the injury, or



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two years from the date of your last medical treatment. Waiting longer could mean losing your right to benefits.

### **Other Benefits**

If the injury is very serious - one where you won't be able to work for a year or more - you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of UFTL's Workers' Compensation Insurance carrier.

Employees returning to work after being absent due to an injury must report to their supervisor prior to beginning work, and must bring a doctor's clearance for returning to duty.

### **Unemployment Compensation**

UFTL pays a percentage of its payroll to the Unemployment Compensation Fund according to UFTL's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible.

### **Social Security**

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, UFTL is required to deduct this amount from each paycheck you receive.

In addition, UFTL matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.



## Other Benefits

### Annual Party or Outing

UFTL sponsors at least one annual get-together. Watch the bulletin board for details.

### Credit Union Membership

As an employee of UFTL, you are eligible for membership in the Broward County Schools Credit Union. Membership can enable you to borrow money at low interest rates. You may also save money and maintain an IRA account with the credit union. Ask your supervisor for details on how to join the credit union.

### Education Benefits

We feel an individual who possesses a desire to continue their education, in addition to performing their full-time job, shows a commitment to improving themselves and their position within the university. To encourage and reward these individuals, UFTL offers an Education Assistance benefit.

Full time employees may attend UFTL and receive tuition remission up to 12 credits per semester. However, incidental fees must be paid. Failed courses may be retaken at the expense of the employee.

From time to time, UFTL may arrange to have both formal and informal training programs to enable you to progress in your technical knowledge of our business. Several times a year, employees are required to attend workshops, or training programs. You will receive a regular paycheck while attending these meetings. All or a portion of the expenses for off-premises training will be paid for by UFTL depending on the nature of the course. Check with your supervisor for details.

Also, during any slow periods of work you should use the time to learn more about UFTL, and its services. You may progress as you become more knowledgeable about your job and the jobs of the people around you. You are encouraged to ask questions about any aspect of UFTL that is of interest or unclear.



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### Employee Assistance Program

UFTL provides an Employee Assistance Program (EAP), through the Family Enrichment and Counseling Center, which is designed to provide a confidential service for our employees whose personal problems are affecting their abilities to function at top efficiency in their work. This service is available to all full-time employees and their immediate families. Arrangements will be made for you to be seen by a professional who is specially trained in your specific problem area, including:

- \*Alcoholism
- \*Domestic violence
- \*Drug dependency
- \*Eating disorders
- \*Emotional illness
- \*Family problems
- \*Financial problems
- \*Legal problems
- \*Marital conflict
- \*(Ask for others)

Confidentiality is one of the most important aspects of the program. If you contact the Family Enrichment and Counseling Center directly, no one in the university will know about it unless you tell them. No information concerning the nature of your problem will be released without your written consent or unless required by law. Participation in the Employee Assistance Program will not affect future promotional opportunities. UFTL assumes the costs for the Employee Assistance Program assessment and referral provided by the FECC only. Other costs, like treatment, are generally covered in part or in full by the group insurance plan. Asking for assistance does not mean that you will be obligated to accept or continue it.

In some instances, UFTL may help you pay the costs of the counseling and grant you paid time off.

There may be times when you will be solely liable for the expenses and, in such cases, you will be informed before they occur.

### Flower Policy

If you or your spouse are hospitalized for three (3) days or more, UFTL will send a flower arrangement.





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In the event of death of you or your spouse, UFTL will send a flower arrangement. If a contribution is requested in lieu of flowers, a contribution will be made to the designated organization in the amount normally spent for flowers.

### Other Policies

Communications  
Company Meetings  
Department Meetings  
Dress Code/Personal Appearance  
Entering & Leaving The Premises  
Entry After-Hours  
Exit Interviews  
Grievances  
Layoff & Recall  
Life-Threatening Illnesses  
Directors/Heads of Department  
Open Door Policy & Counseling  
Outside Activities  
Payroll Advances  
Promotion Policy  
Property & Equipment Care  
References  
Reinstatement  
Resignation  
Safety Rules When Operating Machines & Equipment  
Seniority  
Smoking  
Solicitations & Distributions  
Substance Abuse  
Suggestions  
Theft  
Violations of Policies



## **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition make certain you are aware of and utilize all UFTL methods of communication, including this Employee Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from UFTL. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at UFTL.

## **Company Meetings**

On occasion, we may request that you attend a university sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If it is held during your non-working hours you are also required to attend.

## **Department Meetings**

Your supervisor may schedule department meetings before, during, or after work. It's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on UFTL events, to review problems and possible solutions, and to make suggestions about your department or your job.

Department Meetings are mandatory. Failure to attend may result in disciplinary action up to and including dismissal.

Note: See "Company Meetings" earlier in this section for further information.

## **Dress Code/Personal Appearance**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards. Each supervisor or department head is responsible for



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establishing a reasonable dress code appropriate to the job you perform. **However, sun dresses with bare backs and/or shoulders, hats, slippers, men's undershirts, and shorts, for men or women, are not appropriate.**

A neat, business appearance contributes to the positive impression you make on our students. You are expected to be suitably attired and groomed during working hours or when representing UFTL. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our university image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your supervisor has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

### **Entering & Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

### **Entry After-Hours**

You are not allowed to enter UFTL property after normal working hours for any reason without the express approval of your supervisor.

### **Exit Interviews**

In instances where an employee voluntarily leaves our employment, UFTL management would like to discuss your reasons for leaving and any other impressions that you may have about UFTL. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that UFTL management will provide another employer about you.

### **Grievances**

Our goal is to maintain a comfortable working environment for everybody. We do this in several ways:

\* By treating each of you as an individual and encouraging your maximum development;



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- \* By recognizing that each of you is essential to the success and growth of UFTL; and
- \* By maintaining direct communications with all of our employees and ensuring that each and every one of you can speak directly and openly with our management team.

We believe that this type of communication, without interference from any outside party, is best for all concerned. Therefore, when you wish to express your problems, opinions, or suggestions, you will always find an open door and an attentive ear.

As time goes by and UFTL grows, we will continue to listen and respond to your questions and comments.



### Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate supervisor. Your supervisor is most familiar with you and your job and is, therefore, in the best position to assist you. Your supervisor works closely with you, and is interested in seeing that you are treated fairly and properly.
2. If your supervisor cannot help you resolve the matter, you can speak to the Director of Business Affairs/University Advancement who will give your problem or complaint prompt consideration.
3. If the Director of Business Affairs/University Advancement feels that the situation warrants further review, he will ask the President for assistance.

Remember - it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger builds up. It is always best to get things off your chest before they get out of hand.

### Health and Safety

The University is concerned for each person’s welfare and has developed procedures for the UFTL community to use to respond to medical or health situations:

Medical Condition	Procedure
Immediate Threat to Life or Limb, including psychiatric	Dial 911 Call emergency contact person
Injury, non-life or limb threatening	Provide list of medical providers and facilities Offer to call for an ambulance Offer to call emergency contact person
Illness	Provide list of medical providers and facilities Offer to call for an ambulance Offer to call emergency contact person
Minor cut or injury	Allow use of first aid box Provide list of medical providers and facilities Offer to call emergency contact person
Psychiatric, non-life threatening	Provide list of psychiatric medical providers



	and facilities
Note: A list of medical providers and facilities is maintained in the Office of the President.	
This procedure applies to UFTL faculty, staff, students, and visitors.	

## Disaster Policy

The purpose of these regulations is to acquaint all employees and students with the University’s policies associated with disasters and related traumatic events.

### A. Tornado General Information:

The Tornado is a violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud, which extend toward the ground from the base of a thundercloud the peak time for Tornadoes is from March through November, but they can occur any time of the year.

- 1) **Tornado Watch:** Means that weather conditions are favorable for Tornadoes to develop. Go about normal daily activities, but be alert to the weather
- 2) **Tornado Warning:** Means a Tornado has actually been sighted or indicated on radar. Take refuge in a place of safety immediately, The National Weather Service issues weather warnings to the public over radio and television stations. Procedures to be followed at University of Fort Lauderdale if a Tornado warning is sounded are as follows:
  - a) Under no circumstances should students, faculty or staff attempt to leave campus while the warning is in effect.
  - b) Faculty should not dismiss classes. Students should be directed to an interior hallway of the building. Persons should lie on the floor as close to the wall as possible. All free-span rooms should be avoided.
  - c) If the building in which you are located is not steel-framed or reinforced concrete construction, and time permits, you should move as quickly as possible to the nearest reinforced structure. Otherwise, move to a small room in the interior part of the building and, if possible, seek shelter under heavy furniture, Stay away from windows.



- d) Because of the possibility of a power failure, elevators should not be used.

## **B. Fire:**

In case of fire, notify the fire department first, and then sound alarm for the building to begin Evacuation. Procedures to be followed at University of Fort Lauderdale in case of fire are as follows:

- 1) The person discovering the fire will notify the Lauderhill Fire Department (phone number 911).
- 2) The person discovering a fire will immediately give a vocal alarm in the building and make an attempt to extinguish the fire before it spreads.
- 3) The building in which the fire is located will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of 300 feet from the location of the fire.

## **Hurricane Guidelines (What To Do)**

### **Tropical Storm Warning**

These guidelines are applicable to all campuses, sites and locations throughout the State of Florida. In all cases, the directives of local emergency management agencies, or decisions by host schools/agencies may cause earlier closings.

### **Hurricane Category I & II**

#### **When a Hurricane Watch is Issued:**

- Campus placed on alert

#### **When a Hurricane Warning is Issued:**

- Offices closed
- Classes cancelled
- Secure building
- Students notified to check for updates on the UFTL website and voicemail

### **Hurricane Category III - V**



**When a Hurricane Watch is Issued:**

- Offices closed
- Classes cancelled
- Secure building
- Students notified to check for updates on the UFTL website and voicemail

**When a Hurricane Warning is Issued:**

In the event a storm by-passes the Broward County area, the main campus will resume normal operation upon the lifting of all watches and warnings. The above procedures are based upon the advisories issued by the National Weather Service. Closures could occur earlier if deemed necessary due to the intensity and/or proximity of a storm.

## **UFTL Staff Employee Complaint and Appeal Policy and Procedure**

**Policy:** A staff employee member may ask for review of any action or lack of action that he/she desires to be addressed.

**Procedure:** Any staff employee member desiring to complain about or appeal any action or lack of action must follow the following procedure:

1. Within 10 work days of the action being appealed, the staff employee must communicate, preferably in person, with his/her immediate supervisor and discuss the issue of concern (e.g., work assignments, salary, treatment, etc).
2. If the meeting does not resolve the issue of concern, the staff employee may submit within 5 work days, a written appeal to his/her immediate supervisor. The staff employee must state the reason for the appeal and include copies of any relevant documentation.
3. Within 5 work days, the immediate supervisor must review the appeal and all relevant documentation and then respond, in writing, to the staff employee.
4. If the issue is not resolved, the staff employee may request within 5 work days, in writing, a review by and a decision from the person holding the position over the immediate supervisor.





5. Within 5 work days, the person holding the position over the immediate supervisor must review the appeal and all relevant documentation and then respond, in writing, to the staff employee.
6. If the issue is not resolved, the staff employee may request within 5 work days, in writing, a review by and a decision from the President. The President will respond to the staff employee within 10 work days. A decision by the President related to an appeal other than harassment or discrimination is final.
7. If the appeal is related to harassment or discrimination and if it is not resolved, the staff employee may request within 5 work days, in writing, a review by and a decision from the Board. The Board will respond to the staff employee within 20 work days. A decision by the Board related to a complaint or an appeal by a staff employee is final.

## **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

## **Layoff & Recall**

In the event of a reduction in workforce by department, employees will be laid off based on skills and abilities as well as seniority. Please understand that if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision.

However, when it's necessary to recall employees from layoff status, recall will be in reverse order to the layoff. However, UFTL reserves the right to consider employee's skills and UFTL's business needs ahead of seniority in deciding who to recall. Recall will be made by mail to your last known address or by telephone call. Failure to respond to the recall within two (2) days of notice will be considered a voluntary resignation. Laid off employees must keep UFTL informed of any change in mailing address or telephone number. Employees will lose their seniority if laid off for more than three (3) months.



If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your supervisor or the Director of Business Affairs/University Advancement to let us know you are interested in returning to work.

### **Life-Threatening Illnesses**

UFTL recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards.

Supervisors need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. UFTL seeks to provide a safe work environment for all employees and students. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to other employees or students.

- \* Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.
- \* Contact the Director of Business Affairs/University Advancement if you believe that you or other employees need information about terminal illness, or a specific life-threatening illness, possible contagion, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.
- \* Contact the President to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no threat to the employee, co-workers, or students. UFTL reserves the right to require an examination by a medical doctor appointed by the university.
- \* Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.
- \* Make a reasonable attempt to transfer employees with a life-threatening illness who request a transfer and are experiencing undue emotional stress.
- \* Be sensitive and responsive to co-workers' concerns.
- \* Do not give special consideration beyond normal transfer requests for employees who feel threatened by a co-worker's life-threatening illness.
- \* Be sensitive to the fact that continued employment for an employee with a life-



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threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

### **DIRECTORS/HEADS OF DEPARTMENT/SUPERVISORS**

Your immediate supervisor is the person on the management team who is closest to you and your work. Your day-to-day contact with your supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job.

Your supervisor can

show you how your work fits into the overall picture, teach you how to do things, explain the "hows" and "whys," and encourage you when things look a little tough.

Your supervisor is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your supervisor has authority to hire and dismiss, to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline. This may be accomplished by the supervisor personally or through his or her assistant.

Remember, your supervisor knows most of the answers, and if not, knows where to get them. Your supervisor probably started in a job much like yours and can guide and help you. Your supervisor wants you to succeed. Please get to know your supervisor, and when you need help or have questions, complaints, problems or suggestions, contact your supervisor first. He or she is interested in your success, the success of every member of your department, and the overall success of UFTL.

Your supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you - that's their job - so please ask, and please be willing to meet your supervisor half way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like UFTL, your supervisor has a direct interest in you. He or she wants you to consider him or her as your advisor, friend and mentor. Go to your supervisor for information about your job, your pay, or other matters of company policy.

Please don't overburden your supervisor with questions that can be answered by reading this manual or by checking bulletin boards. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your supervisor.

### **Open Door Policy & Counseling**

Normally, you will be expected to use the Grievance Procedure outlined earlier in this Manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any member of management, including the



President, to discuss it. He or she will decide if you should first discuss the problem with your immediate supervisor. If so, you will be directed to use the Grievance Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the management person you contact will take the appropriate action.

### **Payroll Advances**

The University does not grant payroll advances.

### **Promotion Policy**

It is our policy to advise all employees about advancement opportunities by means of bulletin boards or other suitable methods. Please submit your request for consideration for a specific position directly to your supervisor.

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at UFTL. UFTL will always continue to look outside the university for potential employees as well.

Whenever you are learning a new job, or if your abilities are unknown in a particular job, you will be classified as a trainee during the time necessary for you to gain experience to do the job. The length of training time for any given job is governed by the experience required for that job and your learning ability. You will be reviewed every ninety (90) days while training. At these reviews, you may receive an increase in pay, timed so that upon completion of the training period, you will be receiving a wage comparable to others in the job.

### **Property & Equipment Care**

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and UFTL. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

### **References**

UFTL does not respond to oral requests for references. All requests must be in writing and on university letterhead. In the event you leave the employment of UFTL we may be able to

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provide references to potential employers, depending upon the present circumstances, your employment history, etc. However, you must first sign a "reference release" waiver, allowing us to release reference information beyond merely confirming that you worked at UFTL for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the personnel department for a response.

### **Resignation**

While we hope both you and UFTL will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with UFTL. If you anticipate having to resign your position with UFTL, you are expected to notify your supervisor at least two (2) weeks in advance of the date that you must leave.

### **Seniority**

Many of your benefits, like vacations, are determined by seniority. During this period, you have no seniority. Therefore, seniority is very important to you as an employee.

You must complete an Introductory Period when you are hired. During this period, you carry no seniority rights. If you are retained after the Introductory Period, you will be credited with seniority. Your seniority will reflect your length of employment beginning on the date on which you began work (anniversary date).

### **Smoking**

UFTL discourages its employees from smoking. Smoking is regarded as a poor health habit which can detract from performance and is often offensive to co-workers and/or customers. While we cannot regulate employee conduct off the job or outside of work hours, we feel it is our responsibility to provide a workplace free of exposure to hazardous substances, and we have therefore established our facility and business as a smoke-free workplace. All employees are expected to abide by this policy while at work.

### **Solicitations, Distributions, and Collections**

Disruptions in the workplace can be caused by unauthorized solicitations, distributions, and request for contributions. Accordingly, persons not employed by UFTL are prohibited while



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on UFTL's property, including parking areas, from soliciting funds or signatures, conducting membership drives, distributing literature, etc. for any purpose at any time.

Solicitation by employees for any purpose is prohibited during the working time of either the person soliciting or the person being solicited. Solicitation during authorized meal and break periods is permitted. However, employees are not permitted to sell chances, merchandise or otherwise solicit money or contributions without approval by the President of UFTL or his/her assignee, employees may collect money for presents, flowers, parties, or donations(as, for example, in the case of retirements, birthdays, weddings, births etc.). All approved collections should be made during regularly scheduled meal and rest periods.

Distribution of non-university literature by employees for any purpose is prohibited during the working time of either the person distributing the literature or the person receiving the literature. Furthermore, distribution of literature by employees is prohibited at all times in working areas of UFTL's property.

"Working time" is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. "Working areas" is defined as the property of UFTL, including company vehicles, lunch rooms, break rooms, and parking areas.

Employees who violate this policy shall be subject to disciplinary action up to and including dismissal.

### **Substance Abuse**

UFTL is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care; UFTL employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. UFTL has no desire to intrude into its employees' personal lives. However, UFTL is a Christian institute and both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on UFTL's ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood altering substances in your body. While you may make your own lifestyle choices, UFTL will not accept the risk in the workplace which substance use or abuse may create.



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The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will subject the employee to discipline up to and including dismissal.

UFTL has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, but to all those who work with the user, as well as our students, visitors and others.

UFTL also recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, UFTL has established the following guidelines with regard to use, possession or sale of alcohol or drugs:

- \* UFTL will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.
- \* The manufacture, possession, use, distribution, sale, purchase, or transfer of, or being under the influence of, alcohol or illegal drugs is strictly prohibited while on and of UFTL premises or while performing company business.
- \* Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation which may include drug or alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in immediate dismissal.
- \* Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public or university facilities, or where such usage could jeopardize the security of UFTL finances or business records, or where such usage adversely affects students' or the public's trust in the ability of the university to carry out its responsibilities, will not be tolerated. Employees who are involved in off-the-job illegal drug activity will be considered in violation of this policy and subject to discipline up to and including dismissal.
- \* Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to their supervisor through their personal physician.
- \* Every effort shall be made to provide an early identification of a substance abuser, to work with and assist the employee in seeking and obtaining treatment without undue delay.



- \* Early identification of the substance abuser shall be based upon job performance and related criteria, as well as resulting impairment on the job from the job activities. The supervisor of the employee shall bring such information to the attention of the designated representative for further evaluation. An employee who voluntarily seeks treatment for a substance abuse problem which requires a leave of absence for treatment shall be granted such leave of absence and further shall be eligible for benefits under the specifications of the existing insurance policy.

Nothing in this policy is constructed to prohibit the corporation from its responsibility to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of their having arisen out of the use or abuse of alcohol or drugs or both.

## **Suggestions**

We encourage all employees to bring forward their suggestions and good ideas about how our university can be made a better place to work. When you see an opportunity for improvement, please talk it over with your immediate supervisor. He or she can help you bring your idea to the attention of the people in the university who will be responsible for possibly implementing it.

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your supervisor, who will welcome your suggestions and ideas.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

## **Theft**

Internal theft is a serious problem for UFTL. Although taking small items of UFTL property many seem inconsequential, the cumulative effect can be very large. Stealing from the university is like stealing from yourself.

Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the university.

Theft will subject the offending employee to discipline up to and including dismissal.





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Property theft of any type will not be tolerated by UFTL. We consider property theft to be the unauthorized use of the university services or facilities or the taking of any university property for personal use.

### **Violations of Policies**

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this Manual. This list is not to be considered all-inclusive.



## **Appendix A: Job Descriptions**



## University of Fort Lauderdale Job Description Chancellor/Chief Executive Officer

The Chancellor of the University of Fort Lauderdale is the chief executive officer responsible for administering academic programs, maintaining financial stability of the institution, and complying with all regulatory procedures for operation in the State of Florida. The Chancellor/Chief Executive Officer reports to the Board of Directors. The duties and responsibilities of the Chancellor/Chief Executive Officer include the following categories and activities:

1. **Public Relations**

Represent the University in all official functions to communicate the thrust and ministry of the University of Fort Lauderdale (UFTL) to the community.

2. **Fund Development**

Pursue areas of funding that will help maintain financial stability of the institution.

3. **Fiscal**

Approve all business transactions for the University to ensure the integrity of the system and provide accountability reports to the Board

4. **Personnel**

Interview, hire and recommend for termination personnel of the University.

5. **Academics**

Maintain the academic integrity of the university by providing direct oversight of policies, procedures, personnel, and admission standards.

6. **Admissions**

Review, evaluate, and approve special admission and life experience application materials.

7. **Authorization/Accreditation**

Prepare the annual report for the commission of Independent Education and pursue accreditation for UFTL.

8. **Communication**

Maintain communication with students, faculty, and the community through seminars, teaching, publications, public speaking engagements, and presentations.



**9. Professional Development**

Provide opportunities for professional development activities for faculty, staff, and students.

**10. Outreach**

Participate and partner with other ministries to promote the gospel and unity in the body of Christ.

**11. Faculty**

Recruit and hire highly qualified, committed, inspired, and dedicated faculty to demonstrate the power of God by example and teaching.

**12. Collaboration**

Maintain harmony and unity with The Faith Center (TFC) through close relationship, open communication, and continuous support for activities sponsored by TFC. Serve on local and state committees and community organizations to represent The University of Fort Lauderdale's interests.

**13. Finances**

Conduct financial management with reporting responsibilities at Board of Directors meetings. Implement board policies on financial management.

**14. Operations**

Develop and implement operational strategies and procedures for the University of Fort Lauderdale. Review and evaluate operational procedures and establish procedures and guidelines for information technology and supervise staff.

**15. Faculty and Staff Relations**

- Coordinate human resources activities regarding employment, benefits, and personnel.
- Conduct orientation for new hires.
- Maintain accurate personnel files.
- Supervise and evaluate performance of administrative personnel.
- Set policy and procedures for human resources.

**Minimum Qualifications:** A doctoral degree is preferred and a minimum of ten (10) years as a senior manager with substantial experience in business management and education. Candidate must demonstrate spiritual, educational and business leadership.



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### *Job Description*

## Chief Academic Officer

The Chief Academic Officer (CAO) for the university reports to the President. The CAO has the overall responsibility for the academic excellence and diversity at all levels. The CAO directs in collaboration with the Faculty and Deans and Chairman of departments to oversee the overall academic operations of the university. The CAO develops and recommends policies governing faculty and other instructional personnel; provides impetus for the development of academic programs and maintains continuous evaluation. The CAO promotes and supports teaching excellence, exercises general supervision and responsibility for faculty governance, approves the appointment of all faculty members on the recommendations of the faculty, deans and Department Chairs. The CAO will perform the duties identified in the following categories:

### 1. **Academic Affairs**

- Provide clear academic leadership for faculty and students.
- Provide academic advancement and faculty development.
- Administrate the programs and curricula of the colleges.
- Market the college programs and actively recruit students and faculty.
- Maintain appropriate accreditation and Licensor guidelines.
- Enhance the university's presence both locally and regionally.
- Acquire and allocate resources through fund raising and grants.

Envision and build new programs within the overall mission of the college and institution.

- Perform other duties as assigned by the President.
- Areas reporting to the President:
  - College of Business Leadership
  - College of Religious Studies
  - Henry B. Fernandez Institute
  - General Education
  - Graduate Studies
  - Graduate College
  - Academic Advancement
  - Institutional Research
  - Sponsored programs and research

### 2. **Curriculum**

- Review and approve all curriculums.
- Conduct accreditation self-studies and annual program review.
- Maintain performance standards.



**3. Collaboration**

Serve on local and state committees and community organizations to represent the University of Fort Lauderdale.

**Minimum Qualifications:** The successful candidate must have the following qualifications: An earned doctorate degree or its equivalent. Evidence of scholarly achievement, evidence of leadership experience appropriate to support the university's vision of academic distinction.



## University of Fort Lauderdale Job Description Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for overseeing all activities related to the business services of the University of Fort Lauderdale. The CFO reports to the CEO. The CFO will perform the duties identified in the following categories:

1. **Operations**  
Review and evaluate operational procedures and recommend areas for improvement.
2. **Human Resources**  
Coordinate human resources activities regarding employee benefits.
3. **Information Systems**  
Coordinate services and procedures for information and technology and supervise staff.
4. **Finances**  
Prepare and manage budget for the Administration Office.  
Monitor and maintain all financial transactions of the University of Fort Lauderdale (UFTL) and provide financial reports.
  - Implement student billing procedures.
  - Conduct financial assessment.
  - Coordinate student scholarship and or financial awards.
  - Implement procedures to collect outstanding tuition/fees.
  - Prepare department for certified fiscal audits.
  - Responsible for business department to meet accreditation standards.
5. **Collaboration**  
Serve local and state committees and community organizations to represent UFTL's interest. Work with other departments and coordinate efforts for policy compliance to ensure proper operations.
6. Serve as liaison between UFTL and TFC.
7. Perform other duties as assigned by the President.

**Minimum Qualifications:** Hold a master's degree in a business related field with at least 5 years experience in business management.



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### University of Fort Lauderdale Job Description Library Director - Reference Librarian

The Library Director-Reference Librarian will provide reference and instruction to faculty, students and staff. This support will include promoting the wide range of services offered by Library and Information Services, developing strong working relationships with faculty, and preparing for changes in the curriculum and teaching methods being used. The Library Director-Reference Librarian will utilize his/her expertise to develop appropriate documentation for the use of LIRN resources, to teach research skills, to provide one-on-one research consultation, and to assist in the development of the Library collection.

#### DUTIES AND RESPONSIBILITIES

- Develops and presents basic library programs for adults.
- Provides basic reference services and reader's services; prepares bibliographies on special subjects for teachers and others.
- Creates displays to highlight book collections or services.
- Catalogs library materials, as assigned.
- May supervise clerical employees in the performance of their duties.
- Assists in material selection and acquisition through book review reading, book selection meetings and contact with patrons.
- Writes public information materials regarding library activities.
- Serve as the primary Library and Information Services liaison to the faculty in assigned departments.
- Serve as a resource librarian and liaison for students and faculty in academic departments.
- Develop strong working relationships with faculty in order to promote the wide range of services offered by LIRN.
- Create resource and instruction guides, selective bibliographies, and point of use aids.





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- Teach the use of research sources.
- Assist library users with specialized resources in all formats, including the public catalog, databases, and internet resources.
- Develop and maintains selected library web pages providing information and instruction, particularly in liaison areas.
- Maintain subject and technical expertise in a rapidly evolving field through ongoing education, professional development, and/or scholarly activity.
- Works cooperatively with others and accepts direction from supervisors.
- Performs related work as required.

### Knowledge, Skills, And Abilities

- Some knowledge of the principles and practices of public library functions.
- Some knowledge of reference tools and procedures.
- Good knowledge of the needs of library patrons and the ability to provide the type and level needed.
- Good ability in oral and written communications.
- Some ability to develop and present library programs.
- Some ability to develop and present public information materials to promote library use.
- Considerable ability to establish and maintain effective working relationships with superiors, co-workers, and the general public.

### Key Relationships/Interpersonal Skill:

- With the Head, Research & Instruction
- With other liaisons
- With students, faculty, staff, and other library users
- With the functional leads in departments



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- With LIRN
- With colleagues in the library field

### **Other:**

- Excellent interpersonal skills
- a positive attitude and enthusiasm for learning are essential
- Technical skills and a willingness to develop new competencies are required
- Ability to work in a team-oriented environment is important.

### **Qualifications:**

- Masters of Science Degree in Library Science.



## University of Fort Lauderdale Job Description Assistant Librarian

The Assistant Librarian provides assistance to faculty, students, and staff with library services and materials. The assistance includes providing assistance using library information services, reference, searching collections, research, etc. The Assistant Librarian also is responsible for cataloging, shelving and re-shelving materials, collecting and maintaining library usage statistics, etc.

### DUTIES AND RESPONSIBILITIES

- Provides basic reference services and reader's services;
- Catalogs library materials following instruction of the Library Director-Reference Librarian
- Supervise student workers in the performance of their duties.
- Assist patrons in the use of library resources.
- Assist library users with specialized resources in all formats, including the public catalog, databases, and internet resources.
- Works cooperatively with others and accepts direction from supervisors.
- Performs related work as required.

### Knowledge, Skills, and Abilities

- Some knowledge of the principles and practices of academic libraries.
- Some knowledge of reference tools and procedures.
- Good knowledge of the needs of library patrons and the ability to provide the type and level needed.
- Good ability in oral and written communications.
- Considerable ability to establish and maintain effective working relationships with patrons, superiors, faculty, students, and the general public.

### **Key Relationships/Interpersonal Skill:**



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- With students, faculty, staff, and other library users
- With the functional leads in departments
- With Library Director-Reference Librarian

### **Other:**

- Excellent interpersonal skills
- Positive attitude and enthusiasm for learning are essential
- Technical skills and a willingness to develop new competencies are required
- Ability to work in a team-oriented environment is important.

### **Qualifications:**

- Experience working in a library
- Bachelor's degree preferred.



**UNIVERSITY OF FORT LAUDERDALE**  
**JOB DESCRIPTION**  
**DIRECTOR OF ADMISSIONS and FINANCIAL AID DIRECTOR**

The Director of Admissions is responsible for the supervision and direction of all activities related to the students from entry and matriculation of a student in the undergraduate and graduate programs at the University of Fort Lauderdale (UFTL). The Director of Admissions serves on the President's council and reports to the President. The Director of Admissions works with student services personnel and ensures the success of the student academically, financially, mentally, and spiritually. The Director of Admissions is responsible for the successful enrollment of the student to include the performance of the following duties:

1. **Operations**
  - Coordinate the admissions process and implementation of procedures on a day to day basis in accordance with accreditation/licensure standards.
  - Establish policies and procedures for daily operations of the Office of Admissions.
  - Monitor and evaluate admission requirements and the process.
  - Assist in planning graduation services.
  
2. **Enrollment Management**
  - Develop and implement enrollment strategies/procedures for UFTL.
  - Maintain accurate and comprehensive student files (data/paper) in accordance with accreditation/licensure standards.
  - Assist Deans and Department Chairs in conducting graduation evaluations.
  - Collect and maintain statistical data to evaluate the overall effectiveness of the enrollment process and recruitment efforts.
  - Prepare enrollment reports per term.
  
3. **Registration**
  - Establish registration procedures, guidelines and time-lines.
  - Assist with registration by advising students of admissions procedures and program requirements.
  
4. **Recruitment**
  - Conduct ongoing recruitment activities and maintain related information, mailing, communication, etc.



5. **Financial Aid Director**
  - Manages financial aid function, including supervision of financial aid staff, awarding and processing financial aid awards, counseling students, and maintaining accurate records, all in accordance with federal and state laws, regulations, guidelines, and University policies.
  - Required to maintain current knowledge of changing financial aid requirements by attending training sessions and self-training using materials available from all sources.
6. **Budget**
  - Prepare and manage budget for the Office of Admissions for projects as needed. -- Implement activities to assure the Office of Admissions is able to meet the budget requirement. Be responsive to budgetary matters and projects.
7. **Collaboration**
  - Work closely with key administrators and faculty to keep abreast of programs, changes, academic issues and institutional policies and procedures.
8. **Advancement**
  - Engage activities and strategic planning that will attract students as well as advance the University of Fort Lauderdale in areas of student recruitment.
9. **Reports**
  - Submit statistical reports on admissions information and make recommendations.
10. **Resources**
  - Maintain recruitment and admissions resources according accreditation/licensure standards as well as grant writing to acquire resources and improve student services.
11. Perform other duties as assigned by the President, Director of University Affairs and management.

**Minimum Qualifications:**

The candidate must possess a minimum of a bachelor's degree, preferably a master's degree and demonstrate proficiency skills in technical/grant writing, marketing, coordination/organization, events planning, Microsoft office, communication, reports/grants, research, budgets, presentations and public relations.



## UNIVERSITY OF FORT LAUDERDALE JOB DESCRIPTION Registrar

The Registrar is responsible for the overall planning, organization, direction, and leadership of the administrative and operational activities of the Registrar's Office. The Registrar is also responsible for maintaining the accuracy, integrity and security of all student academic records. In addition the Registrar is responsible for developing and implementing administrative policies and procedures to facilitate the timely, accurate, and efficient provision of services to University of Fort Lauderdale's various constituencies.

### Responsibilities

- ❑ Works cooperatively with others and accepts direction from supervisors
- ❑ Manages the entry and follow-up of final grades for the undergraduate college.
- ❑ Track seniors for completion of degree requirements and graduation
- ❑ Ensures accurate entry of Major and Minor declarations
- ❑ Actively involved in course registration for students during the add/drop periods and updating of class rosters
- ❑ Contributes to Commencement preparation of departmental honors and graduation clearance for seniors.
- ❑ Responds to requests from faculty and staff for necessary academic information regarding current students
- ❑ Track Bachelor of Arts candidates for completion of degree requirements, order diplomas, and prepare graduation lists for May ceremony. Provide diploma replacements, certifications of degrees, and diploma translations for alumni.
- ❑ Interpret academic policies outlined in the University Handbook to students, parents, staff and faculty as needed, ensuring privacy as required by federal law and University policy.
- ❑ Maintain updated student enrollment status records through communication with deans and bursar; adjusting fee assessments as appropriate. Track student academic probation and failure in consultation with deans.
- ❑ Prepare and submit reports on Graduation Rates, Completions and Enrollment.



- ❑ Update Registrar web pages and forms as needed

**Education & Training**

Bachelor's degree preferred

**Experience**

Minimum of three years prior administrative experience required.

**Knowledge**

Highly skilled in word processing, data base management, spreadsheets and web-based files and e-mail. The handling of confidential information is essential. Must have the ability to work independently, balancing a broad variety of priorities. Excellent critical thinking skills, a keen sense of detail, good judgment, and must possess the ability to deal effectively with a broad clientele in a busy office environment.

**Other**

- ❑ Excellent communication and interpersonal skills are necessary
- ❑ Excellent attention to detail
- ❑ Ability to multitask
- ❑ Must be highly accurate in data entry work and have strong organizational skills.
- ❑ Some overtime required for registration
- ❑ Some evening and weekend work required





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# University of Fort Lauderdale

## Job Description

### Director of Placement and Student Services

#### **JOB DESCRIPTION**

The University of Ft. Lauderdale invites applications for the position of Director of Placement & Student Services. The University seeks a dynamic, innovative, articulate, and organized person with the necessary human relations, communications, planning, marketing and organizational skills to inspire and meet the needs of the University student body and community. The successful candidate must share in the development of the University and realization of the University's vision.

#### **QUALIFICATIONS**

Candidate should possess a minimum of a Bachelor's Degree and possess knowledge of student enrollment, recruitment, marketing and all aspects of student services. Candidate must have the desire and ability to participate in continuing education courses. Review of credentials will continue until the position is filled.

#### **APPLICATION PROCEDURES**

Applications should be mailed to The University of Ft. Lauderdale, 4093 NW 16th Street, Lauderdale, Florida, Attention: Dr. Henry Fernandez and must include a resume, a letter of interest which includes a statement detailing the abilities and experiences the candidate believes he or she brings to the position and how they relate to the realization of the University of Ft. Lauderdale vision. The names, addresses (including electronic), and telephone numbers of 3 references should be included with the resume and letter of interest.

#### **SUMMARY OF JOB RESPONSIBILITIES**

Responsible for all activities related to student enrollment, recruitment, promotion and coordination of student activities, and placement of students.

- Works closely with the Director of Admissions to ensure the success of the students academically, financially, mentally, and spiritually.
- Development and planning of recruitment and marketing activities.
- Development of new and innovative recruitment and marketing materials and ideas.

**EXPERIENCE:** One year of experience in similar position or customer service.

**EQUIPMENT:** Requires knowledge of computers and standard office equipment.



**UNIVERSITY OF FORT LAUDERDALE**  
**JOB DESCRIPTION**  
**Bursar**

The Bursar reports to the CFO and is responsible to assist the CFO in the day-to-day business activities related to the University of Fort Lauderdale. The employee is also responsible for working closely with the Dean, Director of Admissions and Chief Financial Officer. Specifically, the Bursar will perform the duties identified in the following categories:

1. Prepare and maintain accurate and timely management reports on business activities, i.e. weekly and monthly income, student information, etc.
2. Responsible to assure that all financial transactions follow sound accounting procedures.
3. Track and update bursar and other financial records (hard copies and computer software programs) on all students.
4. Participate in general office activities such as copying, answering phones, greeting guest, etc.
5. Make recommendations for problem solving and improving business services.
6. Maintain ongoing collection procedures, reports and records.
7. Coordinate student scholarship and/or financial awards.
8. Assist students in applying for deferred payment and scholarships.
9. Maintain a current knowledge of all computers and software programs used in the University.
10. Maintain current files on inventory and business files related to textbooks, library books, supplies, equipment, computers, lease agreements and other pertinent information relevant to business operations.
11. Maintain working relationships and records on all creditors and debtors.
12. Track and monitor financial activities and reports.
13. Assist in the advancement of the University.
14. Assist in the accreditation and licensure process as necessary.



15. Assist the CFO as necessary.

**Minimum Qualifications:**

A Bachelors degree is preferred from an approved or accredited college or university in business or a related field or at least 5 years of consecutive experience in business operations. The candidate must be able to handle several projects, efficient in financial software & spreadsheets, knowledge of computers & software, experienced in effective follow-up and organization skills, demonstrate initiative, teamwork & leadership and possess customer friendly skills.



## UNIVERSITY OF FORT LAUDERDALE

### Job Description

### Executive Administrative Assistant

Department: **ADMINISTRATION**

Reports to: **PRESIDENT**

#### SUMMARY

Assists in the overall administration and operation of the corporate and President's office, including constitution, and policy development, review and implementation. Keeps Official Corporation records and executes administrative policies determined by or in conjunction with other officials by performing the following duties.

ESSENTIAL JOB DUTIES AND DAILY RESPONSIBILITIES include the following:

1. Maintains and schedules President/CEO's appointments.
2. Responsible for office contact point, office decorum, and supervision of office support staff and volunteers.
3. Prepares reports and written correspondence, as necessary.
4. Maintain UFTL's trademark and copyright information, etc.
5. Represents the President/CEO at internal meetings.
6. Provides corporate and notary seals, obtain required signatures, and distributes reports.
7. Maintains corporate postage meter and fax machines.
8. Assists in monitoring the President/CEO's office budget.
9. Provides support for the President's volunteer duties with other community agencies.
10. Maintains positive relationships with the President's peers and othe community agency representatives.
11. Attends community meetings, as necessary.



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12. Coordinate all corporate travel arrangements, to include group travel for conferences, training and retreats; hotel accommodations and car rental.
13. Responsibilities for Board of Directors, to include written notices of board meeting with follow-up telephone reminders; attend board meetings; prepare minutes; research and prepare reports and exhibits.
14. Coordinates Capital and Economic Development committee, to include assisting committee in meeting goals and objectives; attends ad hoc committee meetings; give notice of meetings; prepare minutes; research and prepare reports and exhibits.
15. Coordinates Corporate Staff meetings and facilitates bi-monthly meetings of secretaries and administrative assistants.
16. Acts as custodian of corporate documents and records and maintains corporate files for President/CEO.
17. Receives corporate guests to the President's office.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and EXPERIENCE:**

College-level or vocational course work in secretarial and administrative office skills or equivalent education or experience.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS:**



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Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations..

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS:**

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.