

## **HOLIDAYS**

The following holidays are observed by Florida Gateway College:

Independence Day	New Years
Labor Day	M.L. King Day
Veteran's Day	President's Day
Thanksgiving	Memorial Day
Christmas	Juneteenth

The College also has one week Spring Break and an extended Christmas Holiday period.

## **RETIREMENT**

Florida Gateway College employees participate in the Florida Retirement System. Retirement contributions are made by the college and the employee in accordance with Florida Statute. Variations of the retirement plan are available. Contact Human Resources for specific information.

## **COURT DUTY**

An employee may be paid his/her regular salary while serving jury duty or court appearance in accordance with Board Policy.

## **TRAVEL**

Budgetary provisions permit reimbursement for travel to conferences, meetings and workshops that benefit both the individual and College. Per diem and travel allowance are authorized.

## **LEAVE**

### **Annual Leave**

Full-time College personnel employed on a 12-month basis accrue annual leave. The number of days per year are dependent on the assigned position of employment. These days are in addition to paid holidays.

### **Sick Leave**

All full-time personnel accrue one eight-hour day per month of service. This leave may be accumulated from year to year. Sick leave may also be approved for ill-

ness or death of an immediate member of the family or household, or other close relative. Full-time employees are also entitled to four personal leave days during each fiscal year, which are charged to the employee's unused sick leave. Personal leave days do not accumulate from year to year.

### **Sick Leave Pool**

The Sick Leave Pool at FGC has been established to help an incapacitated full-time employee whose leave has been exhausted. Employee participation is voluntary after completing one year of continuous full-time employment. There are a number of other rules pertaining to membership in the Pool and use of this benefit which are outlined in Board Policy.

### **Military Leave**

All full-time employees will be eligible as outlined in Board Policy.

### **Family and Medical Leave**

The FML Policy at FGC provides "eligible employees" the right to take unpaid leave, or paid leave if it has been earned, for a period of up to twelve work weeks in any twelve-month period. Further, it provides that health benefits shall be maintained while on leave, which would have been provided had the employee not taken leave. The employee will have the right to return at the end of the leave to the same or equivalent position.

### **Sabbatical Leave**

Eligible employees of the College may apply for Sabbatical Leave subject to established policies and procedure of the College, as outlined in the Staff and Program Development Procedures Manual.

## **INSURANCE**

A brief description of the types of insurance is as follows:

### **Medical**

FGC provides full-time employees free individual coverage for major medical; hospitalization and dental

insurance. Dependent coverage is available at group rates.

### **Life Insurance**

Each full-time employee receives term life insurance in the amount of \$40,000 payable to the beneficiary. Additional life insurance, extended to one, two or three times the annual salary, may be purchased for a very modest premium. Accidental Death and Dismemberment is also available.

### **Workers Compensation**

All College employees are entitled to compensation for occupationally-incurred illnesses and injuries.

## **EMPLOYEE SCHOLARSHIPS**

Full-time employees of FGC who have been employed at least twelve months may be granted a scholarship for matriculation and all associated fees, except lab fees, for fifteen (15) credit hours per academic year. Scholarships are applicable to credit courses only.

Dependents are eligible to receive a scholarship for fees for twenty-four (24) credit hours or equivalent per academic year. Scholarships are applicable to credit courses only.

Saint Leo University also offers the College 60 credit hours per year for employees.

## **WELLNESS PROGRAM**

Employees participating in the program may use up to one-half hour per day, three days a week, during normal working hours for such participation. Specifics are outlined in Board Policy.

## **EMPLOYEE DEVELOPMENT**

Staff and Program Development: Funds are allocated by the Legislature for major projects, workshops, individual projects, and in-service training programs, as outlined in the Staff and Program Development Manual.

## FOR OUR EMPLOYEES

### College Passes

Full-time faculty and staff members are admitted free or at reduced costs to many College functions, music and drama productions.

### Cosmetology Salon

All FGC employees may take advantage of a wide range of services available in our Cosmetology Salon. Services are performed by advanced students, under the supervision of professional instructors, free of charge.

### Bookstore Discounts

Full-time personnel are allowed a discount on most items sold in our College Bookstore.

### Use of Athletic Areas

FGC personnel may schedule and use athletic and wellness facilities (subject to instructional schedule) such as tennis, basketball, handball, and racquetball courts, physical conditioning room, firing range, etc.

### Annuities

Tax Sheltered Annuity Programs are available to full-time and part-time employees with various companies through payroll deduction. You may contact the Payroll Supervisor at extension 4311 for available companies.

### Additional Insurance Benefits

Optional insurance is available through various companies including: Vision, Long Term Care, Cancer, Short Term Disability, Dental, Accident, Life, Critical Illness, and Intensive Care. For more information, please contact Human Resources.

### Other Benefits

Discount cards are available in the Student Activities Office for a variety of area attractions. College employees are eligible to join local Credit Unions. All employees are also eligible for free checking at many local banks when utilizing direct deposit.

## Florida Gateway College

149 S.E. College Place  
Lake City, FL 32025-2007

### For More Information

Human Resources  
386-754-4314

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the Director of Accessibility Services (386) 754-4393. The Accessibility Services Office is located in Building 007, Room 109, 149 SE College Place, Lake City, FL 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [cassandra.buckles@fgc.edu](mailto:cassandra.buckles@fgc.edu) or (386) 754-4313.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.

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# FLORIDA GATEWAY COLLEGE

## Employee Benefits



**386-752-1822**