



## **General Standards of Performance for Employees**

Lake-Sumter Community College's Rules & Administrative Procedures are formal documents approved by the District Board of Trustees and Cabinet. These documents provide specific guidance on how college business is conducted. These General Standards of Performance are established in compliance with these formal rules. The Rules & Administrative Procedures Manuals are available in either hard copy or electronic format. Hard copies are provided in strategic locations, such as the libraries, and are available for anyone's viewing.

Non-compliance to these standards of performance shall result in appropriate employee disciplinary action. Such disciplinary action can either be suspension without pay for an appropriate specified time or termination from employment relative to non-compliance incident.

## **WORK SCHEDULE POLICIES**

### **Call-in Late or Sick**

If an employee has an unanticipated sickness, he/she must notify his/her supervisor by the start of their normal workday. In cases of unexpected lateness, please follow the same procedure.

<http://www.lsc.edu/hr/forms.aspx>

### **Emergency Call Numbers**

In case of emergency dial 9-911 then telephone campus security at 3544 or 516-3795.

### **Monthly Leave Summary**

All exempt and instructional employees are required to complete and have signed by his/her supervisor a monthly leave summary form if she/he has used any leave time within that month and submit to Payroll/Benefits Department on the first working day of the following month.

<http://www.lsc.edu/hr/forms.aspx>

### **Sick Leave/Personal Leave**

If a sick or personal day is anticipated, the employee is expected to complete a Departmental Leave Request form and submit it to his/her supervisor for approval.

<http://www.lsc.edu/hr/forms.aspx>

### **Time Sheets**

Non-exempt employees are required to complete a Monthly Time Sheet. When overtime hours for pay have been worked OR non-paid hours have occurred, the employee must 1) enter such data on the monthly time sheet; 2) have the supervisor sign the time sheet; 3) make a copy and submit the copy to Payroll five (5) days prior to the end of the month. The employee then submits the original time sheet to the Cashier's (located in the Student Services Building) office on the last business day of each month to pick-up his/her check.

<http://www.lsc.edu/hr/forms.aspx>

### **Vacation Leave**

Employees must complete a Departmental Leave Request form and submit to his/her supervisor for approval prior to taking vacation. <http://www.lsc.edu/hr/forms.aspx>

### **Work Hours**

Full-time instructional faculty shall work a minimum of thirty-five (35) hours each week.

Non-classroom instructional personnel shall work a minimum of thirty-seven and one-half (37 ½) hours each week.

Administrative, professional support personnel and career service shall work a minimum of thirty-seven and one-half (37 ½) hours each week.

Normal office hours for career service personnel based on a five-day week begin at 8 a.m. and end at 4:30 p.m. with a one-hour (1) lunch period.

Personnel may be assigned to work before or after these hours, and/or on weekends, as needed in support of College activities.

## **RULES OF CONDUCT**

### **College Property**

All property of the College shall be used responsibly and lost or broken property will be reported to the appropriate Supervisor, Administrator, or Vice President. Property to be removed from the premises must be approved by the employee's supervisor before removal. Employees who misuse, intentionally destroy, or do not safeguard College property are potentially liable for the cost of its repair or replacement.

### **Confidentiality of Data/Information**

The employee shall keep in confidence personally identifiable information obtained in the course of professional service or related service, unless disclosure is essential for professional purposes or is required by law.

### **Data Input, Computer & Telephone Usage**

Employees are expected to input data into the College's Information systems in a format that will insure the data will be as accurate as possible and that the information has not been intentionally manipulated or altered for personal gain.

The computer and any and all information contained therein is the property of Lake-Sumter Community College. It is intended that the computer be used for work purposes only. Inappropriate usage of computers, especially for access to pornography, is a violation of Lake-Sumter Community College's values and Sexual Harassment Policy, and warrants disciplinary action.

Telephone Usage should be limited to business calls only. However the College recognizes that there are times it may be necessary for employees to make personal calls. Such should be done on a minimal basis. Extenuating situations (emergencies) necessitating a heavier calling volume must be cleared by the supervisor.

### **Drug-Free Workplace**

Lake-Sumter Community College does not tolerate the use of illicit drugs or the abuse of alcohol and over-the-counter and prescription drugs on campus or at school functions. An employee

who violates this policy will be disciplined up to and including dismissal from employment. If charged or convicted of a drug felony, the employee must report such to Human Resources. However, employees may seek confidential assistance with overcoming alcohol and/or drug problems by utilizing the Employee Assistance Program. <http://www.lsc.edu/hr/forms.aspx>

### **Parking**

All motor vehicles driven on an LSCC campus must be registered. Parking decals and a parking regulations brochure are issued to all faculty and staff at no charge. All vehicles parked on each campus must bear a current parking decal. Employees on the Leesburg campus may obtain a parking decal from the Human Resources office. Employees the South Lake and Sumter campuses may obtain parking decals from their Administrative offices.

### **Professional Conduct**

Employees, while transacting his/her duties and responsibilities, will behave in a respectful and professional manner to other employees, LSCC customers, vendors, and visitors. Unprofessional behavior, especially any form of aggressive behavior, will not be tolerated and appropriate disciplinary action will be taken.

### **Safety**

Safety is everyone's responsibility. This includes being personally careful and notifying the appropriate department of unsafe situations or areas. The College's Safety Manual, which provides detailed information regarding safe work practices and safety rules, including toxic substances and hazardous materials is available on the intranet. Please consult with your supervisor for further information regarding the application of safe working practices. <http://www.lsc.edu/hr/forms.aspx>

### **Sexual Harassment**

Sexual Harassment is not tolerated at LSCC and appropriate disciplinary action, up to and including employment dismissal will occur. All new employees will be responsible for viewing a Sexual Harassment Presentation within the first 30 days of the start of his/her employment. This presentation is available through the <http://www.lsc.edu/hr/forms.aspx>.

### **Smoking Policy**

Smoking is not permitted in any building on any campus. Designated smoking areas have been provided outdoors at each of the campuses.

### **Violence in the Workplace/Terrorism**

Lake-Sumter Community College will not tolerate written or oral threats of violence, or acts of violence or terrorism by an employee. Threats or acts of violence or terrorism by an employee are subject to appropriate disciplinary action including immediate dismissal from employment.

**New employees (as of August 2004) must read and sign. Forward signed document to HR.**

*I understand the above information and acknowledge my responsibility in adhering to these General Performance Standards as assigned by the College President (per Rule 5.08). I also understand as an employee that failure to meet these standards in part or in whole may warrant appropriate disciplinary action up to and including termination from Lake-Sumter Community College employment.*

\_\_\_\_\_  
*Employee Name (print)*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*