

CHIPOLA COLLEGE

3094 Indian Circle
Marianna, Florida 32446-2053
(850) 526-2761
www.chipola.edu

STAFF HANDBOOK

2025-2026

WELCOME TO CHIPOLA COLLEGE

Welcome to Chipola College. You are a member of an organization with high expectations and goals for our students and staff.

You have joined a college whose greatest assets are its people. You are a group of people dedicated to supporting, training and educating our students and the citizens of Northwest Florida.

The Chipola College Staff Handbook is filled with information, policies and practices for Chipola College. If there are questions unanswered in this book, please contact your supervisor or the Human Resources Department.

Chipola College is dedicated to providing quality educational programs and services to our students and throughout our district. You were selected for your position because of the confidence we have in you to perform your duties at the highest level possible. Please do not hesitate to let your supervisor and co-workers know what we can do to help you strive to be the best you can be.

Again, welcome to Chipola College.

Sincerely,
Sarah M. Clemmons, Ph.D.
President

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GENERAL INFORMATION

Mission Statement

Chipola College provides access to quality learning opportunities toward baccalaureate degrees, associate degrees, and certificates and facilitates the economic, social and cultural development of the College's service area.

Reference: Board Policy 1.030

Vision Statement

Chipola College promotes learning and student achievement through excellence, opportunity, diversity, and progress.

Motto

A Higher Degree of Success

Notice of Equal Opportunity and Nondiscrimination

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination.

Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Civil Rights Compliance Officer & Title IX Coordinator:

Wendy Phippen, Associate Vice President of Human Resources
Civil Rights Compliance Officer and Title IX Coordinator
3094 Indian Circle, Marianna, FL 32446
Building A, Room 183C
850-718-2269
pippenw@chipola.edu

Accreditation

Chipola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees, associate degrees, and certificates. Questions about the accreditation of Chipola College may be directed 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).

EMPLOYMENT POLICIES

Employment of Personnel

The College President is responsible for the employment of all college personnel. All positions must be approved by the Board of Trustees before employment.

Reference: Board Policy 4.010

Background Checks

All prospective employees must undergo a background screening as a condition of employment. This includes fingerprinting and a criminal history check. Employment is contingent upon satisfactory completion of the background screening.

Reference: Board Policy 4.011

Employee Classifications

Chipola College non-instructional employees are classified into the following categories:

- Career Employees: Full-time support staff employees
- Administrative Employees: Administrators, executive personnel, and managerial personnel
- Other Professional Employees: Professional staff not classified as administrators, faculty or career employees
- Part-Time Employees: Employees working less than full-time hours

Reference: Board Policy 4.040

Working Hours

The normal work week for full-time career and other professional employees is 37.5 hours/week, Sunday through Saturday except for official college holiday closures. Specific work schedules are determined by the employee's supervisor based on the needs of the department and the college. Employees are expected to arrive on time and maintain regular attendance.

Reference: Board Policy 4.050

Compliance with College Policies

Each employee of the College shall comply with Board policies, College Administrative Procedures, Florida Administrative Code, Florida Statutes and Federal laws and regulations. All employees are responsible for being familiar with applicable policies and procedures.

Board policies are available on the college website at www.chipola.edu. College Administrative Procedures (CAPs) are available on the college server and from the Human Resources office.

Reference: Board Policy 4.310

Resignation

Employees are required to give written notice of their intent to resign. Career employees shall give a two weeks' notice of their intention to resign, unless a shorter period of notice is arrived at by mutual agreement. Other professional employees shall give at least four (4) weeks, notice of intent to resign at the end of their appointment period, unless a shorter period is arrived at by mutual agreement.

Reference: Board Policy 4.110

COMPENSATION AND BENEFITS

Salary Administration

The College President recommends the compensation plan for administrators, career employees, other professionals, and part-time employees to the District Board of Trustees. The plan, as approved by the Board, is used in determining the compensation of these employees. Payroll is distributed over 12 months of the fiscal year, paid on the last work day of the month.

Reference: Board Policy 4.080

Payroll Deductions

The college is authorized to provide payroll deductions for college employees. Any employee electing payroll deductions under this policy must execute and sign the necessary authorization papers. All payroll deductions except those required by Florida Statutes, Florida Administrative Code and Federal Law must include a minimum of ten employees for permission to be granted to make payroll deductions and a minimum of 5 must remain active to maintain payroll deduction.

Reference: Board Policy 4.400

Retirement Benefits

All FRS eligible employees participate in the Florida Retirement System (FRS). The FRS offers two retirement plan options:

- FRS Pension Plan: A traditional defined benefit plan
- FRS Investment Plan: A defined contribution plan similar to a 401(k)

New employees have up to 8 months from their date of hire to elect their retirement plan option. If no election is made, employees are default enrolled in the FRS Investment Plan. Additional information is available from Human Resources.

Insurance Benefits

Chipola College participates in the State of Florida Division of State Group Insurance Program. Full-time employees are eligible for the following insurance benefits:

Health Insurance

The college pays the employer portion of the required premium for health insurance coverage based on the employee's health insurance coverage election. The employee pays their portion of their health insurance coverage election. Coverage begins the first of the month following the date of hire in full-time positions.

Life Insurance

The college pays all of the required premium for basic life insurance coverage as provided by the State Employee's Group Insurance Plan. Optional life insurance coverage is available through payroll deduction paid by employee.

Other Benefits

Employees may also elect additional benefits through the State Employee's Group Insurance Plan, including dental insurance, vision insurance, and supplemental insurance, such as accident, disability, hospitalization, cancer, intensive care, flexible benefits (FSA/HSA) etc. The employee pays all required premiums for any additional benefits elected.

LEAVE POLICIES

Leave of absence is defined as permission for an employee to be absent from duty for a specified time with the right of returning to employment without prejudice on expiration of the leave. With the exception of sick leave, authorized leave must be approved in advance of the absence.

Reference: Board Policy 4.140

Holidays

College holidays are defined by the District Board of Trustees when it adopts the annual college calendar. All full-time hourly employees are entitled to paid holidays approved by the Board. Full-time hourly employees in established positions of less than twelve (12) months are entitled to those paid holidays that fall within their annual work schedule.

Reference: Board Policy 4.130

Sick Leave

Any full-time employee who is unable to perform their duty at the college on account of personal sickness, accident disability or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child or other close relative or member of the employee's own household may be granted leave of absence for sickness.

Each full-time career and other professional employee earns one day of sick leave (7.5 hours) with compensation for each calendar month or major portion of a calendar month of service, not to exceed twelve (12) days for each fiscal year. Sick leave is cumulative from year-to-year.

Employees must notify their supervisor as soon as possible when they need to be absent due to illness. A certificate from a licensed physician may be required to substantiate the claim.

Reference: Board Policy 4.140

Vacation Leave

Vacation leave for full-time 12-month non-instructional personnel is authorized. Vacation leave earned and eligibility for terminal pay are calculated according to the following schedule:

Career and Other Professional Employees:

- Years 1-5: 8 hours per month (35 days maximum terminal pay)
- Years 6-10: 10 hours per month (35 days maximum terminal pay)
- Years 11-15: 12 hours per month (40 days maximum terminal pay)
- Years 15+: 14 hours per month (40 days maximum terminal pay)

Administrative Employees:

- 14 hours per month (40 days maximum terminal pay)

Vacation leave must be scheduled with supervisor approval in advance to minimize disruption of college operations. The maximum days of accrued vacation leave that may be carried over on December 31 is 44 days (330 hours). Accrued vacation leave in excess of the maximum on December 31 is transferred to carryover sick leave which is not compensable for terminal pay purposes.

Reference: Board Policy 4.140

Judicial Leave

Any full-time employee who is summoned as a member of a jury panel is granted judicial leave with pay, and jury fees are retained by the employee. Employees must file an Application for Leave of Absence supported by a copy of the summons from the court.

An employee subpoenaed as a witness, not involving litigation in which they are a principal, is granted judicial leave with pay and any witness fees are retained by the employee.

Reference: Board Policy 4.140

Family Medical Leave

To be eligible for Family Medical Leave, an employee must have been employed for at least 12 months with the College and must have worked at least 1,250 hours for the College during the previous 12-month period before taking the leave.

The employee is required to take and receive payment for all accrued sick and vacation leave during the leave period, to the extent that such leave is earned and accrued. Thereafter, the employee shall not receive any compensation during the remainder of the leave. The college will maintain, payment of its premium portion at its own cost and expense for, medical, dental, and life insurance coverage under the group health plan in the same manner as though the employee were not on leave. Employee is responsible for payment of their premium portion of these coverages.

Reference: Board Policy 4.140

Military Leave

Any full-time regular employee who is a member of the Florida National Guard or a member of any reserve component of the Armed Forces of the United States is entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, for all days on which they are engaged in field or coast defense exercises or other training ordered under the provisions of applicable federal or state law.

Reference: Board Policy 4.140

PROFESSIONAL DEVELOPMENT

Professional Development Opportunities

A professional development program is carried on throughout the school year on a scheduled basis. This program is designed for the purpose of increasing the success of employees; providing continuous support for education professionals; providing temporary intervention for employees who need improvement in knowledge, skills, and performance; exploring new ideas for programming; and providing greater unity, understanding, and cohesiveness of purpose in the local program.

Employees are encouraged to participate in professional development activities that enhance their job skills and contribute to the college's mission. Information about professional development opportunities is available through supervisors and the Human Resources office.

Reference: Board Policy 4.150

College Committees

The President may appoint such employee committees as deemed necessary to carry out the objectives of the college. Committee service provides opportunities for employees to contribute to college governance and participate in decision-making processes.

Reference: Board Policy 4.120

WORKPLACE CONDUCT

Sexual Harassment

It is the policy that no member of the college community may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy. Sexual harassment is illegal under both state and federal laws and is a violation of the rules and regulations of the college.

Sexual harassment should not be tolerated by any member of the college community, and any action should be reported. If you believe you are a victim of sexual harassment, report the situation to your immediate supervisor or to the College's Civil Rights Compliance Officer and Title IX Coordinator.

Reference: Board Policy 4.420

Drug-Free Workplace

Chipola College is committed to maintaining a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the possession or use of alcoholic beverages is prohibited on college premises, in college vehicles, or as part of any College activity.

Any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the college within five (5) days of such conviction. Violation of this policy will result in disciplinary action up to and including termination of employment.

Reference: Board Policy 4.280

Political Involvement

No employee of the college shall solicit support for or be involved in preparation, production, or dissemination of political materials of any candidate during assigned work hours at the college.

Reference: Board Policy 4.260

Outside Employment

Each employee shall give first priority to their duties and responsibilities at the college. Although there is no explicit prohibition of business interests or outside employment, college personnel should not become involved with such outside interests to the extent that the effectiveness of their contribution to the program of the college is impaired.

Reference: Board Policy 4.240

Care of College Property

Each employee is responsible for the protection and proper care of college property assigned to the employee or under the employee's use including, but not limited to, facilities, equipment and vehicles.

Reference: Board Policy 4.220

Parking and Traffic Regulations

Employees shall observe college traffic regulations listed in Board policy and the college student handbook. Parking permits are required and may be obtained from the Business office by presenting available vehicle registration. Employees are expected to park in designated employee parking areas.

Reference: Board Policy 4.300

EMPLOYEE RIGHTS

Employee Grievance Procedures

An employee grievance procedure is available to all employees who believe they have been treated unfairly or who wish to appeal a decision affecting their employment. The grievance procedure provides a systematic process for addressing employee concerns.

The grievance procedure generally follows these steps:

- **Informal Discussion:** The employee should first attempt to resolve the issue through discussion with their immediate supervisor.
- **Formal Written Grievance:** If the issue is not resolved informally, the employee may file a written grievance with their supervisor within fifteen (15) days of the incident.
- **Appeal to President:** If the issue remains unresolved, the employee may appeal to the College President.
- **Board of Trustees:** If still unresolved, the employee may appeal to the District Board of Trustees.

Complete details of the grievance procedure are available in Board Policy 4.350 and from the Human Resources office.

Reference: Board Policy 4.350

Non-Renewal and Dismissal Procedures

The President may determine not to renew the annual contract of an employee on annual appointment in accordance with established procedures. When a determination is made that an annual appointment is not to be renewed, that employee shall be notified in writing. Career employees have a 6-month probation period and shall be notified in accordance with applicable procedures.

Employees may be subject to discipline or dismissal for cause, in accordance with established college policy.

Reference: Board Policies 4.320, 4.330, 4.340

IMPORTANT CONTACT INFORMATION

Chipola College

3094 Indian Circle
Marianna, Florida 32446-2053
Main Number: (850) 526-2761
Website: www.chipola.edu

Human Resources

Building A, Room 183
Phone: (850) 718-2269

Title IX Coordinator & Civil Rights Compliance Officer

Wendy Pippen
Associate Vice President of Human Resources
Building A, Room 183C
Phone: (850) 718-2269
Email: pippenw@chipola.edu

IMPORTANT NOTICE

This handbook is intended to provide general information about Chipola College policies and procedures. It is not a contract of employment and does not create any contractual rights or obligations. The college reserves the right to modify, supplement, or rescind any policies or portions of this handbook at any time.

For complete and current policy information, employees should refer to official Board Policies and College Administrative Procedures available on the college website or from the Human Resources office.

All policies and procedures published in this handbook are subject to change. Chipola College Board policies and procedures take precedence over this handbook in case of any discrepancy.

Revised January 2026

ACKNOWLEDGMENT

This handbook is provided to assist staff in understanding their roles, responsibilities, confidentiality, conflict of interest, and the regulatory environment in which Chipola College operates. It does not supersede any applicable law, State Board of Education rule, Board of Trustees policy, or collective bargaining agreement. Staff members are encouraged to consult with the Office of Assessment, Compliance & Grants, the AVP of Human Resources or the supervisor of their respective division for guidance on specific situations.

By receiving this handbook, all staff acknowledge their responsibility to be familiar with and comply with its contents.

Staff Signature: _____ Date: _____

Printed Name: _____ Title: _____