



STANDARD POLICIES AND PROCEDURES

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ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to questions that you may have regarding your employment with Florida Vocational Institute. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor, the Administrative Services Manager and Human Resources through the ADP Employee Service Center at 1-800-554-1802 will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation nor does it confer any contractual rights whatsoever. Florida Vocational Institute adheres to the policy of employment at will, which permits the Company or the team member to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employment at-will may only be altered in an individual case in writing signed by the President of the company.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will. This handbook supersedes all prior handbooks.

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INTRODUCTION

WELCOME TO FLORIDA VOCATIONAL INSTITUTE!

It is a pleasure to welcome you to Florida Vocational Institute family. We know you will enjoy your association with this school and we are pleased to have you as a member of our team.

We are excited about the success we have had and will continue to have in providing our students with quality education and services. Our accomplishment is the result of many factors such as the foresight of our Board of Directors, Advisory Committee Board and fine performance of our staff.

As a Florida Vocational Institute employee, we want you to feel challenged, to grow professionally, and to remain committed to our performance objectives and goals. Your commitment will mean progress to Florida Vocational Institute success for yourself, and quality services for our students.

If you have any questions after reading this Standard Policies and Procedures/Employee handbook, ask your immediate Supervisor or School Vice President for clarification. Both are ready and willing to make your work experience a worthwhile endeavor.

Gil Bonwitt
President

EDUCATIONAL PHILOSOPHY

Florida Vocational Institute aims to provide hands on training to our students, and to provide industries of interest, skilled workers who are ready to engage in high demand careers.

SCHOOL MISSION

Florida Vocational Institute mission is to train students to become entry level professionals in high demand careers. We aim to improve employability and inspire life long career growth, thereby improving the life quality of individuals in our community.

SCHOOL PURPOSE

The purpose of the school is to offer affordable training and employable skills in the challenging and rewarding Patient Care Technician and Medical Assistant fields. The school is the accomplishment of

SCHOOL OBJECTIVE

The School meets its stated objectives by conducting regularly scheduled classes on a daily basis to educate students in the various new techniques in the patient care technician, medical fields. The school also teaches its students, through daily training, to be successful through personal motivation with the understanding of the financial aspects of patient care technician and medical fields. Further, the school teaches its students to successfully pass the state board examination, when applicable, and obtain their license to become a productive part of our society. The school has implemented the competency based method of instruction for its students by allowing them to progress at their own rate.

SCHOOL HISTORY

Florida Vocational Institute opened in February, 2007. The leadership team at Florida Vocational Institute possess decades of experience in career training. Florida Vocational Institute is licensed by the State of Florida, Commission for Independent Education (CIE) License Number: 3441. Florida Vocational Institute is approved by the Florida Board of Nursing to offer the Nursing Assistant/Home Health Aide Program License Number/Testing Code: 1159. Florida Vocational Institute is accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010.

The purpose of Florida Vocational Institute is to offer affordable training and employable skills in the challenging and rewarding IT and Healthcare career fields.

FACILITY AND EQUIPMENT

Florida Vocational Institute offers its students a modern facility providing an atmosphere conducive to learning and containing teaching aids and audio/visual equipment. The facility is composed of 13,339 square feet of space. It includes theory classrooms, medical and computer labs, a student lounge, a reception area, fully equipped administrative offices, a library/resource information area with available hard references, as well as online subscription databases of journals and information for students to study and research. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The campus is spacious and attractive and there is plenty of parking

available for the students, including an elevator to access the second floor. The building is located close to public transportation and local restaurants.

SCHOOL CATALOG

The purpose of Florida Vocational Institute school catalog is to provide the student and staff member with all the information needed to make their learning and work experience a great and productive one. The school catalog covers information from licensing, accreditation, facilities, school hours, admission requirements, grading, records, transcripts, student advising, job placement, maintenance, financial, program outlines, course description, staff, class schedules and holidays. It is the responsibility of every advisory committee member, school administration and staff members to be acquainted and knowledgeable of the school catalog and at advisory committee and staff meetings provide current information for its update.

Florida Vocational Institute school catalog together with this Standard Operating Policies and Procedures handbook are very important instruments for an outstanding job and school performance and fulfillment of our licensing body.

SCHOOL PROGRAM ADVISORY COMMITTEES

The school established Occupational Program Advisory Committees (PAC) where each PAC consists of at least three business community members to make sure that the institution is complying with their purpose/mission/objective as expected from their licensing body and make suggestions for program improvement.

These Occupational Program Advisory Committees will meet periodically (at least two times per year), and a copy of their outcome, properly signed by all members present, will be handed to the institution to be acted on. A copy will be filed in the institution's office for further reference and inspection. The Program Advisory Committees should review annually the school programs' objectives, effectiveness and curriculum.

The Occupational Program Advisory Committees should periodically review and evaluate all student services to determine their effectiveness and advise the School Vice President of changes needed. The result of this evaluation should be discussed with the staff and make all suggested improvements to the services.

The Occupational Program Advisory Committees should also review and discuss the institution's strategic plan and make their recommendations. The PACs shall interact with the institution's staff and work together to keep all programs offered in compliance with changes in the business community and with any changes in regulations.

PRINCIPLES OF EMPLOYMENT

Nature of Employment

Employment with Florida Vocational Institute is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Florida Vocational Institute may terminate the employment relationship at will, at any time, with or without cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Florida Vocational Institute and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at the Board of Director's discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the expressed written approval of the Board of Directors of Florida Vocational Institute.

Employee Relations Policy

Florida Vocational Institute believes the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns directly to the School Vice President.

Equal Employment Opportunity Policy

FVI is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, team member activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified team members with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your supervisor know. Team members may also contact the ADP TotalSource Team Member Service Center at (800) 554-1802.

The Company will endeavor to accommodate the sincere religious beliefs of its team members to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to your supervisor. Team members may also contact the ADP TotalSource Team Member Service Center at (800) 554-1802.

Any team members with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of your supervisor. Note: If your Supervisor is the person toward whom the concern is directed, you should contact any higher level Manager in your reporting chain. Team members may also contact the ADP TotalSource Team Member Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All team members must cooperate with all investigations.

Immigration Law Compliance Policy

Florida Vocational Institute is committed to employing only United States Citizens and lawful aliens who are authorized to work legally in the United States and does not lawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the School Vice President or Board of Directors. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Outside Employment Policy

Employees may hold outside jobs as long as they meet the performance standards of their job with Florida Vocational Institute. Employees should consider the impact that outside employment may have on their health and physical endurance.

All employees will be judged by the same performance standards and will be subject to Florida Vocational Institute, Corp. scheduling demands, regardless of any existing outside work requirements.

If Florida Vocational Institute determines that an employee's outside work interferes with performance or the ability to meet the requirements of Florida Vocational Institute as they are modified or updated from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Florida Vocational Institute.

Outside employment that constitutes a conflict of interest is prohibited and could result in termination of employment with Florida Vocational Institute.

Employment Reference Check Policy

Prospective Employee: To ensure that individuals who join Florida Vocational Institute are well qualified and have a strong potential to be productive and successful, it is the policy of the school to check the employment references of all applicants.

Former Employee: The school will respond in writing only to those reference check inquiries that are received in writing. No employment data will be released in writing without a written authorization and release signed by the individual who is the subject of the inquiry. Verbal responses to such inquiries will confirm only dates of employment, wage rates and position(s) held.

Personal Data Change: It is the responsibility of the employee to promptly notify the School Vice President of any changes in personal data. Personal mailing addresses, telephone numbers and names of dependents, individuals to be contacted in the case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Employment Categories Policy

It is the intent of Florida Vocational Institute to clarify the definitions of employment classifications so that employees understand their employment status. These classifications do not guarantee employment for any specified period of time.

Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Florida Vocational Institute.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT (Salary or Hourly) employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT (Salary) employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

- ***Regular-Full-Time:*** are those employees who are not in a temporary or probationary status and who are regularly scheduled to work at Florida Vocational Institute full time schedule. Generally, they are eligible for benefit package, subject to the terms, conditions, and limitations of each benefit program. A regular full-time employee is expected to work a minimum of forty (40) hours per week. A normal workweek schedule is Monday thru Friday from 9:00 a.m. to 1:00 p.m. and 6:00 p.m. to 10:00 p.m.
- ***Regular Part-Time:*** are those employees who are not assigned to a temporary or probationary status and who are scheduled to work approximately 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and Worker's Compensation insurance), they are ineligible to receive Florida Vocational Institute benefits.
- ***Probationary:*** are those employees whose performance is being evaluated to determine whether further employment in a specific position or with Florida Vocational Institute is appropriate. Employee who satisfactorily complete a probationary period of appropriate duration.

Trial Period/Probationary

The first 90 days of your employment is a probationary period. This is an opportunity for the Company to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Company. The Company may extend the probationary period if it desires. Completion of the probationary period does not alter a team member's at-will status.

Access to Personnel Files Policy

Florida Vocational Institute maintains a personnel file on each employee. The personnel file includes such information as the employee's job application/resume, records of training, certifications, salary increase, evaluations and any other employment record.

Personnel files are the property of Florida Vocational Institute and access to the information they contain is restricted. Generally, only the School Vice President or a Board of Director's member has a legitimate reason to review information in a personnel file.

Employees who wish to review their own file should contact the School Vice President. With reasonable advance and written notice, employees may review their own personnel file at the main office and in the presence of an individual appointed by Florida Vocational Institute.

Work Schedule

FVI normally is open for business from 8:30 am to 7:00 pm, Monday through Thursday and 8:30a-5:00p on Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Team members will be provided meal and rest periods as required by law. Your Supervisor will

provide further details.

Regular part-time employee may be requested or permitted to work more than eight (8) hours in a given workday or 40 hours in a given work week if an unforeseen need arises. Work schedules/hours may be changed from time to time at management's discretion.

Timekeeping

Federal and state laws require that Florida Vocational Institute keeps an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees should accurately record the total number of hours worked in each work day. Overtime work must always be approved before it is performed.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Holiday, Bereavement Leave time and Jury Duty time will count as hours worked and should be entered on the time record as such. Sick time, Vacation and Personal Business Day are recorded on the time record but do not count as hours worked.

Over Time

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt hourly team member who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Team members may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt team members, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 11:59 pm. on Sunday.

Travel Time for Non-Exempt Team members

Overnight, Out-of-Town Trips

Non-exempt team members will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt team members also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited if advance management authorization has not been obtained.

Out-of-Town Trips for One Day

Non-exempt team members who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the team member's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt team members will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when a team member goes directly home from his/her final job site, unless it is much longer than his/her regular commute home.

from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt team member regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt team member, the team member will be compensated at an overtime rate of one and one-half times the regular rate.

Safe Harbor Policy for Exempt Team members

It is our policy and practice to accurately compensate team members and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried team member, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt team member. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

Full-day absences for personal reasons.

Full-day absences for sickness or disability.

Full-day disciplinary suspensions for infractions of our written policies and procedures.

Family and Medical Leave absences (either full- or partial-day absences).

To offset amounts received as payment for jury and witness fees or military pay.

The first or last week of employment in the event you work less than a full week.

Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

Partial day absences for personal reasons, sickness or disability.

Your absence on a day because your employer has decided to close a facility on a scheduled work day.

Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.

Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to

contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Controller or any other supervisor in the Company with whom you feel comfortable.

Your Paycheck

You will be paid bi-weekly for all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of the Supervisor or Controller immediately so the Company can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

Direct Deposit

FVI strongly encourages team members to use direct deposit. Authorization forms are available from the Supervisor or Controller.

Salary Advances

FVI does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

Annual Evaluation of Performance and Effectiveness

Depending on your position and classification, FVI endeavors to evaluate your performance and effectiveness of all institutional team members with at least one formal written formal development and coaching review annually. Depending on a team member's hire date their annual evaluation of performance and effectiveness are scheduled for an annual evaluation to be completed by March 31 or September 30.

The annual evaluation of performance and effectiveness schedule will be updated and maintained by the Administrative Services Manager quarterly. The School Vice President is responsible for insuring all team members are evaluated by their supervisor on or before the cycle end date.

In certain positions with admissions and education may receive monthly or quarterly reviews in the form of classroom or interview observations. These additional evaluation tools are utilized to help to accelerate personal and professional growth of team members who work directly with the students in fulfilling FVI's core mission. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal annual performance evaluations, the Company encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.

Salary Adjustment Increases

The amount of promotion increase to an employee is granted to recognize an employee's advancement and growth within the School. Upon job performance evaluation and recommendation from the

School Vice President such promotion increase is granted.

Salary Demotions

An employee's salary may or may not be reduced depending upon the circumstance surrounding the demotion. An employee's salary must be reduced because of unsatisfactory performance.

Employment Termination

Termination of employment, whether voluntary or involuntary, is a part of personnel activity within any organization. Florida Vocational Institute requires that a written notice of resignation be submitted to the School Vice President two (2) weeks in advance. The employee should be actively at work during those last two weeks.

Florida Vocational Institute feels this resignation time request is reasonable and will allow the school time to adjust to your leaving without placing undue burden on those employees who may be required to fill in before a replacement can be found. Insufficient notice could result in the forfeiture of employee benefits.

An exit interview will be conducted by your supervisor. Your final paycheck will be given to you either at your exit interview or mailed to you provided you have returned all Florida Vocational Institute property.

Since employment with Florida Vocational Institute is based on mutual consent, both the employee and the School have the right to terminate employment with all, with or without cause at any time.

Pay Corrections

Florida Vocational Institute takes all reasonable steps to assure that employees receive the correct amount of pay in each pay check and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly notify the School Vice President so that corrections can be made as quickly as possible.

Once the error is identified, the accounting department will correct the error in the next regular paycheck.

Pay Deductions

The law requires that Florida Vocational Institute makes certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes.

Upon employment, employee is required to complete the IRS W-4 Form for withholding of federal tax. At the beginning of each year, the employee will receive an IRS W-2 Form showing the total earnings and deduction for the prior year. This statement should be retained for your income tax records.

Employee should notify the Payroll Department in writing if you change your home address so the W-2 is sent to the correct address.

Job Counseling Policy

An employee desiring help in defining and developing his or her career objectives may request a job counseling interview with the School Vice President. Florida Vocational Institute encourages its

employees to pursue continuing education as required by the Department of Education Commission for Independent Education (CIE).

Lay Off Policy

Layoff is termination of an employee when a job is eliminated because of economic conditions, automation, and decrease in work load or reorganization. Severance pay is discretionary and may be provided should a layoff event occur.

Any employee who is laid-off and who is rehired by the school within 90 days will have their previous employment date reinstated, also, will receive an adjusted service date and processed as a rehire.

During the probation period, an employee will be evaluated, and counsel periodically by the School Vice President so the employee will be aware of the progress and will be allowed every opportunity to attain regular status.

Record Retention

The Company acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of team members to follow this policy can result in possible civil and criminal sanctions against the Company and its team members and possible disciplinary action against responsible individuals (up to and including termination of employment). Each team member has an obligation to contact the Controller to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

NEW EMPLOYEE ORIENTATION PROCEDURE

Objective

The goal of the New Team Member Orientation Procedures is to provide a thorough orientation program covering institutional policies, procedure and systems to insure that all team members receive an appropriate training and knowledge to work at the institution. Additional training will be provided by each direct supervisor on the specific skills, knowledge, systems and tools related to the specific position.

Roles and Responsibilities

The Administrative Services Manager and the Direct Supervisor: Program Director, Financial Aid Administrator, School Vice President, Director of Admissions.

Guidelines

Day 1: New staff/faculty members complete a new employee orientation on the first day of employment. The general orientation is conducted by the Administrative Services Manager. The general orientation involves the following:

The Administrative Services Manager reviews the new team member's new hire packet with the new team member and works to complete any documentation that may be missing or incomplete. This includes: ordering of the academic credentials if documentation is on file yet, background check results, drug screen and I-9 and W-4 through the ADP Total Source system.

- Demonstration and set up of an account on ADP Total Source system to complete onboarding in the system
- Log in set up and video on how to use Web-Clock time card system
- Standard Operating Procedures Manual is given to the employee and also sent via e-mail
- Introduction and presentation of staff and explanation of school facilities
- Explanation of code of conduct and school rules and regulations
- Explanation of staff responsibilities
- Explanation of student services: advising, library, placement, transportation
- Review of school calendar and holidays
- Explanation of all academic policies
- Explanation of school hours and office hours
- Explanation of Health and Safety Policies and Procedures
- Annual Security Report
- Meet and greet staff/faculty members

Day 2- Day 30

The direct supervisor is responsible for developing a 30-day training program, to insure that the new team member has completed both a job specific orientation, appropriate training on the systems and tools utilized in the department or position.

Day 31- Day 90

The direct supervisor is responsible for providing consistent coaching and support during the team member's first 90 days to insure that the team member makes appropriate progress in becoming an effective and contributing member of the department and institution.

EMPLOYEE BENEFITS

Benefits Overview

In addition to good working conditions and competitive pay, it is FVI's policy to provide a combination of supplemental benefits to all eligible team members. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs FVI provides for you and your family. Of course, the information presented here is intended to serve only as guidelines. The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from Supervisor, Controller or the Employee Service Center at 1-800-554-1802. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and

all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, FVI (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these team member benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact your Supervisor, Controller or the Employee Service Cent at 1-800-554-1802.

Holidays

Full-time team members will be paid for the following holidays:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

One (1) floating holiday that may be set by the school administration annually

When holidays fall or are celebrated on a regular work day, eligible team members will receive one (1) day's pay at their regular straight-time rate. Eligible team members who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible team member's approved vacation period, the eligible team member will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible team member will receive an additional vacation day at the option of the Company.

If a holiday falls within a jury duty or bereavement leave, the eligible team member will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible team member will receive an additional day off at the option of the Company.

Paid Time Off

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your vacation time. Full-time team members accrue paid vacation time as follows:

A new employee will begin to accrue 4.615 paid time off hours after each bi-weekly pay period.

Examples: An employee who starts on January 2 would accrue 15 days or 120 paid time off hours during the first year. Conversely, an employee with a hire date of November 1 would accrue 4.615 paid time off hours for each bi-weekly period through the remainder of the calendar year (4.615 hours @ 5 bi-weekly periods or 23.07 paid time off hours).

Any employee who has been with the company from 1 to 4 years will be allowed to have 15 days or 120 paid time off hours (4.615 hours earned bi-weekly) per year.

An employee who has been employed with the company from 5 to 9 years will receive 20 days or 160 paid time off hours (6.153 hours earned bi-weekly) per year.

An employee who has been employed with the company 10 years or more years will receive 25 days or 200 paid time off hours (7.69 hours earned bi-weekly) per year.

Every effort will be made to grant an employee's paid time off preference, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take vacation during that period. Individuals with the longest length of service generally will be given preference. Paid time off (PTO) requests must be submitted to your manager at least 2 weeks in advance of your requested PTO dates.

During an extended personal or medical leave of absence, you will not accrue paid time off. Accrued, unused vacation is paid out upon separation.

Advanced but un-accrued PTO hours will be deducted from your final paycheck, to the extent permitted by law.

Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate a team member desiring to express breast milk for the team member's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the team member. If the break time cannot run concurrently with rest and meal periods already provided to the team member, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide team members with the use of a room or location other than a toilet stall for the team member to express milk in private. This location may be the team member's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy. Please advise management if you need break time and an area for this purpose. Team members will not be discriminated against or retaliated against for exercising their rights under this policy.

Insurance Programs

Full-time team members may participate in the Company's insurance programs. Under these plans, eligible team members will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Company procedures may affect your ability to receive Workers

Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Team members who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Jury Duty Leave

FVI realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All team members will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the Company with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Team members on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt team members will be paid their full salary for any week in which they perform any work for the Company.

Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time team member and you lose a close relative, you will be allowed paid time off of up to three (3) days to assist in attending to your obligations and commitments.

For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

Voting Leave

In the event a team member does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the team member may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your Supervisor should be notified at least two days prior to the voting day.

Long-Term Disability

Full-time team members are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Company and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Team members who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Employee Assistance Program

FVI provides a team member assistance program for team members. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through by contacting an EAP counselor at (888) 231-7015.

Retirement Plan

Eligible team members are able to participate in the Company's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, you will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Supervisor, Controller or the Team Member Service Center at 1-800-554-1802 if you have any further questions.

Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave. If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

Family Medical Leave

Team members may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides team members information concerning FMLA entitlements and obligations team members may have during such leaves. If team members have any questions concerning FMLA leave, they should contact the HR Director.

I. Eligibility

FMLA leave is available to "eligible team members." To be an "eligible team member," a team member must: 1) have been employed by a covered Company* for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

***Note a covered Company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.**

II. Entitlements

The FMLA provides eligible team members with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles team members to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlement:

The FMLA provides eligible team members up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date a team member uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the team member's child after birth or placement for adoption or foster care;
- To care for the team member's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;

- For the team member's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the team member unable to perform one or more of the essential functions of the team member's job; and/or
- Because of any **qualifying exigency** arising out of the fact that a team member's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation. This leave also is available for family members of active duty service members.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the team member from performing the functions of the team member's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered service member** is entitled to take up 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered service member**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered service members also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, team members also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the team member or covered family member or the serious injury or illness of a covered service member.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible team members are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key team members" will cause the Company substantial and grievous economic injury, team members generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify team members if they qualify as "key team members," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible team member's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Team members requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, team members are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the team member's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to team members provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the team member. In all cases where leaves qualify for FMLA protection, the Company and team member can mutually agree that leave be retroactively designated as FMLA leave.

III. Team Member FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Team members who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such team member notices.

1. Content of Employee Notice

To trigger FMLA leave protections, team members must inform their supervisor or ADP TotalSource (866-217-0733, Option 1 or email: Totalsource.FMLA@adp.com) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Team members may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, team members might explain that:

- ☐ a medical condition renders them unable to perform the functions of their job;
- ☐ They are pregnant or have been hospitalized overnight;
- ☐ They or a covered family member are under the continuing care of a health care provider;
- ☐ the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or
- ☐ If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Team members must respond to the Company's questions to determine if absences are potentially FMLA-qualifying. If team members fail to explain the reasons for FMLA leave, the leave may be denied. When team members seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Team members must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, team members must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Team members, who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, team members must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of a team member's health care provider. Team members must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the team members, subject to the approval of a team member's health care provider. If team members providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require team members to attempt to make such arrangements, subject to the approval of the team member's health care provider.

When team members take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the team member or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the Company may temporarily transfer team members, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the team members are qualified and which better accommodate recurring periods of leave.

When team members seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, team members must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and team member shall attempt to work out a leave schedule that meets the team member's needs without unduly disrupting the Company's operations, subject to the approval of the team member's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, team members may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the team member's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests team members to provide

FMLA medical certifications, team members must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite a team member's diligent, good faith efforts. The Company shall inform team members if submitted medical certifications are incomplete or insufficient and provide team members at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to team members who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the team member's permission, the Company (through individuals other than a team member's direct supervisor) may contact the team member's health care provider to authenticate or clarify completed and sufficient medical certifications. If team members choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Team members requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If team members provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require team members to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require team members to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the team member.

2. Medical Recertification

Depending on the circumstances and duration of FMLA leave, the Company may require team members to provide recertification of medical conditions giving rise to the need for leave. The Company will notify team members if recertification is required and will give team members at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, team members returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the team members' ability to perform the essential functions of the team members' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until team members provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time team members seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require team members to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the team member setting forth information concerning the nature of the qualifying exigency for which leave is requested. Team members shall provide a copy of new active duty orders

or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Company may require team members to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by team members set forth additional information provided by the team member and/or the covered service member confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Team members may use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with a team member's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

F. Reporting Changes to Anticipated Return Date

If a team member's anticipated return to work date changes and it becomes necessary for the team member to take more or less leave than originally anticipated, the team member must provide the Company or the ADP TotalSource Leaves Administration Department (866-217-0733, Option 1 or email: TotalSource.FMLA@adp.com) with reasonable notice (i.e., within two business days) of the team member's changed circumstances and new return to work date. If team members give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

G. Pay Team Member's Share of Health Insurance Premiums

During FMLA leave, team members are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies team members of other arrangements, whenever team members are receiving pay from the Company during FMLA leave, the Company will deduct the team member portion of the group health plan premium from the team member's paycheck in the same manner as if the team member was actively working.

If FMLA leave is unpaid, team members must pay their portion of the group health premium through a "pay-as-you-go" method.

The Company's obligation to maintain health care coverage ceases if a team member's premium payment is more than 30 days late. If a team member's payment is more than 15 days late, the Company will send a letter notifying the team member that coverage will be dropped on a specified date unless the co-payment is received before that date. If team members do not return to work within 30 calendar days at the end of the leave period (unless team members cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Team members

The Company may choose not to return highly compensated team members (highest paid 10% of team

members at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Organization. (This fact-specific determination will be made by the Organization on a case-by-case basis.) The Organization will notify you if you qualify as a "highly compensated" team member, if the Organization intends to deny reinstatement, and of your rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact your supervisor or ADP TotalSource (866-217-0733, Option 1 or email: Totalsource.FMLA@adp.com) The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If team members believe their FMLA rights have been violated, they should contact ADP TotalSource immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Team members also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in this Handbook or contact your supervisor or ADP TotalSource.

GENERAL STANDARDS OF CONDUCT

Workplace Conduct

FVI endeavors to maintain a positive work environment. Each team member plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing FVI property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another team member's time records.
4. Violation of safety rules and policies.
5. Violation of FVI's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of FVI's Workplace Violence Policy.

7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another team member.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of FVI's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all team members are employed at-will, and FVI reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, FVI will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate a team member at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Punctuality and Attendance

You were hired to perform an important function at FVI. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow team members and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another team member, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

Use of Communication and Computer Systems

FVI's communication and computer systems are intended for business purposes and may be used only during working time; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, email and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

FVI may access the voice mail and e-mail systems and obtain the communications within the systems,

including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during a team member's absence.

Further, FVI may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review team members' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during a team member's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Company's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations. Further, since the Company's communication and computer systems are intended for business use, all team members, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No team member may access, or attempt to obtain access to, another team member's computer system without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Use of Social Media

FVI respects the right of any team member to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure team members focus on their job duties, team members must adhere to the following rules:

Team members may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether a team member is posting something on his or her own blog, web page, social networking,

Twitter or similar site or on someone else's, if the team member mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site.

For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to team member social media usage.

Team members should review their Employee Handbook for further guidance.

FVI encourages all team members to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers.

Team members must use their best judgment. Team members with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

Personal and Company-Provided Portable Communication Devices

Company-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Team members have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some team members may be authorized to use their own PCD for business purposes. These team members should work with the IT department to configure their PCD for business use.

Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, team members must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If a team member who uses a personal PCD for business resigns or is terminated, the team member will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide team members with the personal data in another form (e.g., on a disk) to the extent practicable; however, the team member may lose some or all personal data saved on the device.

Team members may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether team members use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Team members who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, team members may choose to refrain from using any PCD while driving.

"Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, team members should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the team member is driving, and permitted by law, the team member must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should team members feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any team member to use a cell phone while driving, team members who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no team member may use a camera phone function on any phone on company property or while performing work for the Company.

The use of tape recorders, dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other team members or management, or while performing work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

Inspections

FVI reserves the right to require team members while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Team members are expected to cooperate in the conduct of any search or inspection.

Smoking

Smoking is prohibited on Company premises and in all Company vehicles.

Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during

lunch or break time.

For safety and security reasons, team members are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

Solicitation and Distribution

To avoid distractions, solicitation by a team member of another team member is prohibited while either team member is on working time. "Working time" is the time a team member is engaged, or should be engaged, in performing his/her work tasks for FVI. Solicitation of any kind by non-team members on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Company is prohibited at all times. Distribution of literature by non-team members on Company premises is prohibited at all times.

Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at FVI. To avoid confusion, please do not post or remove any material from the bulletin board.

Confidential Company Information

During the course of work, a team member may become aware of confidential information about FVI's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. A team member also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any team member who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Team members may be required to sign an agreement reiterating these obligations.

Conflict of Interest and Business Ethics

It is FVI's policy that all team members avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no team member should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any team member who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Company.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the

Company.

4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of a team member's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, team members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to team members or others.

The Supervisor can answer any questions about a team member's responsibility for maintenance and care of equipment used on the job.

Team members also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to team members' personal belongings unless the team member's Supervisor provided advance approval for the team member to bring the personal property to work.

Health Care and Safety of Employees, Students and Guests Plan

The health and safety of team members, students, faculty and others on Company property are of critical concern to FVI. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon team members to ensure that work areas are kept safe and free of hazardous conditions. Team members are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All team members should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the team member's Supervisor as soon

as possible, regardless of the severity of the injury or accident.

The Health Care and Safety of Employees, Students and Guest Plan is evaluated and revised with appropriate input from faculty, team members and students at least once per year.

Emergency Accident Procedures

In the event that an individual is injured on the school premises or some other health emergency occurs involving a student or school personnel, the following emergency procedures must be followed:

1. Never move the injured person
2. Immediately notify a staff person or faculty member
3. Call 911 for professional emergency help
4. Try to keep the person comfortable, and reassure the injured person that help is on the way.
5. Do not touch, or give any medication to the injured person unless you are qualified to do so.
6. Vital signs may be obtained by using one of the Allied Health faculty members. They can relay this information by phone to the emergency personnel who are enroute.
7. CPR should be administered if required. CPR should only be administered by a person Certified in CPR.
8. Render any assistance requested by emergency personnel
9. Try and determine who the injured person wants notified.

Hiring Relatives/Team Member Relationships

A familial relationship among team members can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, FVIs may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two team members marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which team member will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the team member is similar to that of persons who are related by blood or marriage.

Team Member Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some team members may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the Company. No team members, unless specifically designated by the President, are authorized to make those statements on behalf of Company. Any team member wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the President.

Operation of Vehicles

All team members authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Firm property. It is the responsibility of every team member to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Firm-owned or leased vehicles may be used only as authorized by management.

Business Expense Reimbursement

Team members may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to your Supervisor along with the receipts in a timely manner.

Team members are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

References

FVI will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the team member such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Dept.

Only the Human Resources Department may provide references.

If You Must Leave Us

Should you decide to leave the Company, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Team members also must return all of the Company's Confidential Information upon separation. To the extent permitted by law,

team members will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property.

As noted previously, all team members are employed at-will and nothing in this handbook changes that status.

Work Conditions – Safety

To provide a safe and healthful work environment for employees, the students and visitors, each employee is expected to obey safety rules and to exercise caution in all work activities. Employee must immediately report any unsafe condition to the School Vice President. A Disaster Preparedness Handbook has been designed to cover all safety procedures. A copy is given to the employee at hiring process.

Employees who violate the safety standards, cause hazardous or dangerous situations, or who fail to report or where appropriate remedy such situations, may be subject to a disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the School Vice President or Supervisor. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

Use of Telephone/Cellular

The use of Florida Vocational Institute telephones should be restricted to business purposes only. It is understood that personal telephone calls (incoming or outgoing) may be important and, at time, unavoidable.

However, excessive use of the telephone for purposes other than to conduct legitimate school business will not be tolerated and may subject the employee abusing that privilege to disciplinary action up to and including employment termination.

Use of Cellular phones in the classroom or while teaching a class by staff/students are prohibited. Make sure your phones are turned off or in silent mode while in the classroom or teaching. If you wish to ensure that your calls or phone usage are not monitored, please make sure to follow this policy.

Long distance personal calls or for telephone information are not permitted. Telephone courtesy establishes good public relations. A pleasant, businesslike tone of voice, as well as an efficient and cooperative manner, is complimentary to employees and students. When answering the telephone, remember to identify the School as well as yourself.

Smoking/Non-Smoking Policy

In order to promote good health habits among employees as well as to provide a safe and healthful work environment Florida Vocational Institute is a SMOKE-FREE workplace and building. Under this policy, smoking is NOT permitted inside the school. Smoking is allowed outside the school building. Violation of this policy may lead to termination of employment.

Visitors to the School Policy

Florida Vocational Institute's employees should not allow interruptions from their assigned duties to carry on personal conversation with former employees, friends or relatives when they are visiting the

school. All visitors should report to the main office to be registered and authorized to visit the school.

Employee Conduct and Work Rules Policy

Florida Vocational Institute to assure orderly operations and provide the best possible work environment, expect employees to follow rules of conduct that will protect the interest and safety of all employees and the school.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary actions, up to and including termination of employment.

- Theft of money, property or inappropriate removal of assets of possession of school property
- Reporting to work under the influence of alcohol or illegal drug use
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty
- Falsification of timekeeping records
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct/behavior
- Violation of safety or health rules
- Smoking in the prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice to School Vice President
- Unauthorized use of the school telephone or other employer-owned equipment
- Use of cellular phones in the classroom while teaching
- Excessive use of the internet
- Unauthorized disclosure of business matters or confidential information
- Violation of personnel policies
- Immoral or indecent conduct on school property
- Unsatisfactory performance or conduct
- Sleeping or loafing while on work schedule.

Personal Conduct during Office Hours Policy

Basic good manners include being courteous and considerate at all times when servicing the students and interacting with fellow employees. While teaching and during general office hours, the following must be avoided:

- Chewing gum
- Applying cosmetics
- No food or refreshments are permitted in the classroom
- Eating
- Cellular usage

Employment with Florida Vocational Institute is at mutual consent with the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

Non-Disclosure Policy

The protection of confidential business information and trade matters are vital to the interest and success of Florida Vocational Institute. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Students information
- Financial information
- Pending projects and proposals

Any employee who discloses or trades confidential business information will be subject to disciplinary action, up to and including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

The requirements of this section continue beyond termination of employment with Florida Vocational Institute.

Attendance and Punctuality Policy

To maintain a consistent and productive work environment, Florida Vocational Institute expects all employees to be reliable and to be punctual in reporting for scheduled work.

Absenteeism and tardiness places a burden on other employees and on Florida Vocational Institute. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the School Vice President or Supervisor within one (1) hour of the normal start time. Employees must obtain prior approval from the School Vice President to leave early.

Poor attendance and excessive tardiness is disruptive. Either may lead to disciplinary action, up to and including termination of employment. Any employee who misses three (3) consecutive work days that are unexcused and does not call in to the School as stated above, may be terminated for JOB ABANDONMENT.

Personal Appearance Policy

Each employee's dress and grooming should be appropriate to the work situation. However, radical changes from conventional dress or personal grooming standards will not be accepted. To maintain our overall high professional standards, the following grooming guidelines have been established:

- Hairstyles, clothing and jewelry should conform to the best business and professional standards
- Beards, mustaches and sideburns must be trimmed
- Hair should be clean, combed and neatly trimmed and arrange
- All employees must dress in appropriate medical/business attire.

Parking

Florida Vocational Institute has plenty of parking for students and employees. There a limited number of designated parking spaces for employees that require a parking decals to be affixed to the front window of your vehicle. Please see Business Office to receive a parking decal to utilize the designated parking spaces.

Adverse Weather and Emergency Closing Policy

At times, emergencies such as severe weather, fires, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school.

Please refer to the Disaster Preparedness Manual for further information. The Disaster Preparedness Manual is given to the employee together with school catalog and employee handbook at hiring process.

Return of Property Policy

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all school property immediately upon request or upon termination of employment.

Where permitted by applicable laws, Florida Vocational Institute may withhold from the employee's paycheck or final paycheck the cost of any items that are not returned when required. Florida Vocational Institute may also take all action deemed appropriate to recover or protect its property.

Security Policy

Florida Vocational Institute wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the School prohibits the possession, transfer, sale or use of such materials in its premises. Florida Vocational Institute requires the cooperation of all employees in administering this policy.

Desks and other storage devices may be provided for the convenience of the employees but remains the sole property of Florida Vocational Institute. Accordingly, they, as well as any article found within them, can be inspected by any representative of Florida Vocational Institute at any time, either with or without prior notice. An employee does not have a reasonable expectation of privacy in any computer disk area notwithstanding the existence of a personal password.

Fraud & Dishonesty Policy

Florida Vocational Institute considers any form of fraud or dishonesty on the part of its employees as totally unacceptable misconduct. All employees handling funds are bonded through an Employee Dishonesty Bond. Acts which are considered to be either fraudulent or dishonest include, but not limited to:

- Theft of any kind
- Unauthorized or unapproved salary advances or overtime reimbursement
- Unauthorized use of computer equipment, time and software
- Intentional violation of rules, internal controls, regulations or procedures
- Collaborating with other internally or outside the school causing fraudulent or dishonest activity.

All of the above could subject you to disciplinary action up to and including termination of employment.

All persons handling institutional funds or revenues from any source are bonded under an employee-dishonesty insurance policy.

Solicitation Policy

In an effort to assure a productive and harmonious work environment, persons not employed by Florida Vocational Institute may not solicit or distribute literature in the workplace at any work time for any purpose.

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative action statement
- Employee announcement
- Internal memoranda
- Job posting/opportunities
- School announcement
- Payday notices
- Worker's compensation insurance information

If employees have a message of interest to the workplace, they may submit to the School Vice President for approval.

PROGRESSIVE DISCIPLINARY PROCEDURES

Workplace Violence

FVI is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to team members and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any team member **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, team members and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Team Members may also call the ADP TotalSource Employee Service Center at (800) 554-1802. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated.

All team members must cooperate with all investigations. No team member will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by a team member or by anyone else.

Reasons for Disciplinary Action

Reasons for disciplinary action fall generally into three categories: misconduct, job performance and excessive absences/tardiness.

These broad categories are not exclusive, however, and Florida Vocational Institute reserves the right to impose disciplinary action, up to including termination of employment, in any case. The School Vice President must have documentation in all cases of disciplinary action.

- ***Misconduct:*** As a general definition, misconduct is a behavior which hinders job performance, lowers morale of fellow employees, infringes on the personal rights of others, violates school policy, undermines management, or negatively impacts external relationships and could result in immediate termination. The School Vice President determines employee misconduct.
- ***Job Performance:*** Disciplinary action is called for when an employee's job performance deteriorates to a substandard level or when there is evidence of a decline in the quality of quantity of work.
- ***Excessive Absences/Tardiness:*** Excessive absences or tardiness will be determined by the School Vice President on a case by case basis.

Disciplinary Procedures

In many cases, discipline for minor misconduct, unsatisfactory work performance, or excessive absences/tardiness normally follows these progressive steps: verbal warning, written warning, probation and dismissal.

- ***Verbal Warning:*** When an employee engages in inappropriate behavior or does not meet expectations of the job, the employee will be given a verbal warning. This action will be documented in the employee's personnel file.
- ***Written Warning:*** If misconduct or unsatisfactory performance or poor attendance/tardiness continue after the oral warning or reoccurs within one (1) month, the employee will be put on written warning. A copy of the warning will be placed in the

employee's personnel file.

- ***Probation or Suspension (2nd written warning)***: An employee may be placed on probation:
 1. After a written warning is issued and problem of the same nature continues
 2. When management determines that an employee's misconduct, unsatisfactory job performance, and excessive absences/tardiness is serious, but does not warrant immediate dismissal.
- ***Dismissal***: When the corrective disciplinary measures described above have failed and the employee does not fulfill the stated requirements, the employee will be dismissed.

Dismissal Procedures

Dismissal is termination of employment which can occur as a result of unsatisfactory completion of progressive disciplinary action. Also, depending upon the severity of any conduct as determined by the School Vice President to be blatant or negligent, Florida Vocational Institute may impose immediate dismissal with no preliminary disciplinary action.

Situation where immediate dismissal may be warranted include, but are not limited to the following:

- Violation of the Florida Vocational Institute Employee Handbook
- Violation of Florida Vocational Institute policies where the School Vice President deems the violation to be of a nature that continued employment is not in the best interest of Florida Vocational Institute
- Behavior that reduces compatibility and harmony among co-workers, or in any way lessens Florida Vocational Institute effectiveness with external relationships
- Misconduct such as falsification of records, breach of trust, conviction of a criminal act, insubordination, misappropriation of funds, willful destruction or damage to Florida Vocational Institute property, etc.
- Commission of a dishonest or fraudulent act.

An employee who is dismissed involuntarily by Florida Vocational Institute will not be compensated with severance pay and will not be eligible for rehire.

Any Florida Vocational Institute property (files, manuals, keys, etc.,) that employee have, must be returned to the School Vice President when employee leave.

Faculty/Staff Complaint Procedure/ Grievance Policy

It is the policy of Florida Vocational Institute to ensure that employees receive fair and equitable treatment, to provide employees with an easily accessible procedure for expressing dissatisfaction; and to foster sound employee-supervisor relations through communication and ultimate reconciliation of work-related problems.

School Vice President/Program Director are responsible for making certain that their employees know and understand the Employee Complaint Procedure and that employees feel free to use the procedure without fear of criticism or action being taken against them affecting their job, salary, or job advancement. The policy applies to all employees.

Definition

A Faculty/Staff Complaint is an expression of dissatisfaction relating to wages, hours of work, the

administration of personnel policies, perceived unfair or inequitable treatment or discipline, or other conditions of employment.

Guidelines Applicable to the Policy

All time limits specified are calendar days. In the interest of the prompt resolution of employee complaints, the action at each step of the Employee Complaint Procedure should be taken as rapidly as possible, but not later than the prescribed time limit. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.

Faculty/Staff Complaint hearings will be scheduled at mutually satisfactory times.

Faculty/Staff Complaint hearings are considered compensable hours worked, except in cases where the employee has been placed on suspension or has been terminated.

The faculty/staff may have the assistance of the School Vice President in preparing and processing a complaint at any step. Employee Complaint issues not raised in Step 1 may not be raised by either party subsequent steps.

A written summary of the complaint, facts, and information accumulated should be made by the employee at each step and forwarded to the School Vice President and to the next higher level in the Employee Complaint Procedures, together with copies of complaint appeals and responses.

Faculty/Staff Complaint information must be treated in a confidential manner by all persons involved. Only those with a need-to-know will have access to the information. Any employee violating the confidentiality provision will be immediately and appropriately disciplined including, but not limited to, termination of employment.

FACULTY/STAFF COMPLAINT PROCEDURE

Every reasonable effort should be made by the School Vice President to resolve any questions, problems and misunderstandings that have arisen. Accordingly, faculty/staff members should first discuss any complaint or questions they may have with their immediate supervisors.

Step No. 1: Faculty/Staff are urged to discuss these matters when the dissatisfaction or questions first arises. Supervisors in turn should take positive and prompt action to answer employee questions and to resolve employee complaints.
If a faculty/ staff member's problem has not been resolved after discussion with his/her Supervisor, the faculty/staff member may present a formal complaint to the School Vice President.

Step No 2: If a faculty or staff member is dissatisfied with the resolution in Step No 1, the employee must make this request in writing to the School Vice President within ten (10) days after receiving the Step 1 decision.
The School Vice President will arrange a meeting with faculty/staff member to discuss the complaint, will develop all the available facts and information relative to the complaint, and will issue a decision within ten (10) days after receiving the complaint. (In cases where an oral response has been given to the employee, a memo summarizing the response will be prepared and forwarded to the School Vice President within ten

(10) days after the receipt of the complaint).

The School Vice President's written decision will be presented to the faculty/staff member within seven (7) days after the investigation has been concluded. Copies will be sent to the Board of Directors and will be included in the employee's personnel file.

Step No. 3: If a faculty/staff member is dissatisfied with the resolution at Step 2, he/she may ask that the complaint be reviewed at Step 3. The request must be in writing and presented to the Board of Directors and School Vice President within seven (7) days after receiving the Step 2 decision. The complaint is considered settled on the basis of the Step 2 decision if such a request is not presented within this time frame. At the employee's discretion, the complaint may be reviewed and a final decision made by an independent panel created by the Board of Directors.

Exemptions to the Faculty/Staff Complaint Procedure

In cases where a complaint has been initiated by a new employee in probationary status, the decision of the Program Director/Supervisor at Step1 of the procedure may be final.

Professional Growth Policy

Florida Vocational Institute educational aim is to train, to guide, and to help motivate the students effectively to make their way into a challenging and rewarding career. In addition to helping them acquire the necessary technical knowledge and skills, the school also places emphasis on the students' personal development. We continuously study and evaluate student outcomes and institutional goal achievements and use these to improve our efforts for our students, staff, employers and the community. All faculty members at Florida Vocational Institute are a vital part of the educational process. They are trusted with the education of the students. All faculty members as well as the administrative staff are required to participate in the professional growth program of the school.

- Onboarding is a program provided by the School for new faculty members. The Onboarding program is designed to provide new with necessary information and understanding to maximize their change of success with the minimum of difficulty.
- All faculty members are given a school catalog, an employee handbook, a job description, lessons plan, syllabi and any other literature that will enhance their chances of success as faculty members.
- The School keeps the staff informed of professional growth opportunities by memos and posting notices informing of seminars, internal training, co-op seminars with other institutions and conventions.
- The School encouraged and welcomes suggestions from the faculty and staff of any professional growth opportunities, advanced trainings, research in new technical and teaching methods to keep up to date with current work experiences.
- The School provides funds permitting instructional and administrative personnel to attend continuing education, seminars, professional meetings, conventions, etc.

Administrative/Management Personnel

Administrative/Management personnel are advised upon their employment that it is mandatory to keep up-to-date in all administrative, management areas following the same faculty development procedure stated below.

All Campus Meetings

All Campus meetings are the basis for communication and exchange of information between management and their staff. Each staff member should be made to feel that he or she plays an important role in the school operation and that their opinions, ideas, and inputs are valuable to the school's success.

All Campus meetings are to be held periodically throughout the year. The school must hold at a minimum four (4) meetings per year. Minutes are to be taken during the meetings. Remember, when taking staff meeting minutes to list all persons present, the date, and issues covered. To be effective, All Campus meetings should be scheduled in advance and all staff must be present including admission representatives. These meetings are held to openly discuss and resolve ways to motivate the students and help retention.

Specific problems are to be discussed and resolved, if not, a plan of action should be adopted. If a student needs special assistance, a faculty member should be assigned to that student. Each staff member is to be given an opportunity to state his/her ideas, and if a request for help in a specific area is needed, it should be given if possible.

Annually program objective, effectiveness, curriculum and amount of tuition should be discussed and reviewed. The institution's strategic plan should also be reviewed annually for any adjustment needed. It must be remembered that All Campus meetings are a time for the campus leadership to motivate their staff and train them on new ideas.

One (1) copy of All Campus meeting minutes is kept at the school. All Campus meetings should be written in a professional language and properly signed by all present because accrediting and other agencies may ask to review them during an audit.

STRATEGIC PLAN

Florida Vocational Institute has a written strategic plan that includes the following:

- a. Mission of the institution;
- b. Vision of the institution;
- c. Objectives for a minimum of three years;
- d. Strategies for achieving the objectives; and,
- e. Strategies for evaluating progress toward achieving the objectives.

The strategic plan is reviewed by faculty, staff, administration and the institutional advisory committee and revised as necessary at least annually. The results of the evaluation of progress toward achieving the objectives are documented annually by the School Vice President.

LEARNING/MEDIA RESOURCES CENTER PLAN

The goal is to maintain educational and media resources appropriate to occupational programs taught at the institution.

Florida Vocational Institute provides and maintains media/learning resources required by faculty and staff of all programs in the classrooms of the respective programs. In addition, the institution has a

library full of books and DVD/CDs for additional learning.

The primary purpose for the learning/media resources is to support teaching and learning consistent with, and supportive of, the institution's mission and goals. Adequate library and learning resources are available to support the development of our students in their chosen field. The learning/media resource center houses a collection of books, audio tapes and videotapes which support its educational programs. It also provides computers for self-study. The learning/media resources are continually evaluated in order to modify and improve services. The Learning/Media Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours.

Faculty/Staff will be surveyed on an annual basis to evaluate the effectiveness of the Learning Resources of the institution. This survey will include resource equipment, internet access, and software, and student utilization, appropriateness for research, cleanliness, and organization. The survey will be conducted during a regular staff and faculty meeting, and noted in the meeting minutes.

Analysis of the outcomes in this survey will be documented by the School Vice President. The analysis will be provided to staff in bi-annual All Campus meetings. Faculty and Staff will provide oral and written input used in modifying and improving services.

Faculty/Staff training is an important element in the proper use and understanding of the function of media equipment, materials, and supplies. Each new hire will be given a tour of the media facility by the Program Director. A detailed explanation of the media resources available to students will be thoroughly covered during new student orientation. The orientation will have provided the learning resource hours of operation, use of the internet for research, location of appropriate books, periodicals, and magazines and appropriate equipment necessary for maintaining the quality of education leading to successful student learning. Faculty and staff will be introduced and oriented to the Media Resource Center during new faculty or new staff orientation.

All faculty and staff have access to personal computer and copier to create presentations, handouts, exams and other instructional materials in support of their classes. Users have access to materials during the day and evening hours upon request. A staff member is available to assist users.

When new equipment is introduced, workshops will be scheduled to assure staff is trained. Attendees are required to sign and date a Faculty/Staff Orientation form, indicating they have received training. When completed, these forms are forwarded to the School Administrator to be filed in the employee file.

CRIME POLICY

Crime Policy Statement

Florida Vocational Institute endeavors to have a safe and crime free environment. Crimes such as murder, sex offenses, robbery, aggravated assault, and burglary and car theft should be reported to the local police department. Any criminal activity by students, faculty and employees will not be tolerated and will be cause for immediate dismissal.

For policies and sanctions regarding possession, use and sale of alcoholic beverages and illegal drugs, please refer to the school Drug and Alcohol information policies. At the student request, Florida Vocational Institute personnel will assist on notifying the proper authorities of any sex offense.

A crime statistics report is available by October 1 of every year. All employees and students will receive annually a copy of the Crime Statistics Report, and an acknowledgement signed copy is kept in the employee personnel file and student's academic file. Also detailed report from the Miami Dade Police Department will be given to every student obtained upon request at the Campus Vice President's office.

Timely Warning Reports

Florida Vocational Institute encourages the immediate reporting of any actual or suspected criminal or hazardous activity. Any student, faculty member, employee or guest can directly report suspected criminal activities or emergencies on campus by calling the School Vice President, faculty or employee member. However, those with complaints of potential criminal action should make a report with local police authorities as well as with the school.

Reporting a Crime

Any occurrence that takes place on the institution is to be reported immediately by calling the school at 305-665-1911 for non-emergencies. For emergencies dial 911. Any suspicious activity or persons seen in the parking lots or loitering around vehicles or inside buildings should be reported to school. The individual's identity will be safeguarded when possible. In addition, reports may be submitted to any of the following:

Organizations:

- Emergencies (Police, Fire, Rescue)
- Miami-Dade 311 Hotline takes the place of Rumor Control, Hurricane Hotline, etc.
- Special Needs Emergency Evacuation Program
- To apply on line
- Miami-Dade Emergency Management

Contact:

911

311
305-468-5900
miamidade.gov/oem
305-468-5400/5403

TO FIND OUT INFORMATION FROM THE MEDIA

- The Miami Herald 305-350-2111
- Sun-Sentinel 954-356-4000
- Diario de Las Americas 305-633-3341
- WINZ-WIOD 610 am 954-862-2000
- WPLG-10 TV 305-325-2370
- WFOR-4 TV 305-591-4444
- WSVN-TV Channel 7 305-795-2777
- WLTV-23 TV 305-471-3900
- WSCV-Channel 51 954-622-6000

Security and Access to Campus Facilities

Florida Vocational Institute seeks to provide an atmosphere of openness for the encouragement of student activity on school facilities. Since Florida Vocational Institute does not have school security personnel; everyone should take special safety precautions. The following advice should be considered:

- When walking on or by the school, be aware of who and what is around you. Try not to walk by yourself and avoid dark streets, secluded pathways and alleys.

- Do not carry large amounts of cash or expensive jewelry.
- Keep your motor vehicle in good working condition. Always lock your car and remove all packages and valuables.
- When walking to your car, always have your keys in hand, ready to unlock your car and get in.
- Do not leave books and personal belongings unattended in the student lounge or library.

Crime or Suspicious Person

Although FVI has a security alarm system, there may be occasions when someone suspicious or undesirable gains access to the building. If this should occur employees are advised to follow the following guidelines:

1. Advise School Vice President or designee of your concerns.
2. If the person is not identified or known to anyone or on official business, then he/she should be asked to leave.
3. If there is a problem when the person is asked to leave, then another employee shall discreetly call 911.
4. Meanwhile, do not antagonize the individual and remain polite.
5. Attempt to have other employees come to the area as a presence to deter any undesirable behavior while waiting for police intervention.

Educational Programs

Members from the local police force have been invited to come regularly to our institution to inform students and employees about security procedures and practices. These seminars are intended to make everyone aware of the importance of being responsible for their own security and security of others. Notices will be posted of dates and times seminars are held. Florida Vocational Institute will develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs.

Daily Crime and Fire Log

Florida Vocational Institute maintains crime and fire logs. Criminal acts are reported to School Vice President and will be entered into the crime log within three business days unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

According to a yearly report from Miami Dade Fire Rescue Department no fire incidents have been reported during this year in the school area.

Crime Classification: Burglary vs. Larceny

The guidance specified that, "Generally, if an item is missing from a structure, and if the individual who took the item is unknown, and if the investigating officer has exhausted all avenues leading toward the offense of larceny theft, the proper classification is Burglary." Recently however, FBI representatives have reconsidered this guidance and replaced it with the following:

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.

- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Hate Crime

Hate Crime is a criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of a person or group, or bias based upon the perception of that person or group has one or more of those characteristics. Hate crimes that are additionally reported are Clery crimes identified larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that it is shown the crime was conducted due to bias.

Annual Disclosure of Crime Statistics

School Vice President is responsible for gathering statistics concerning the occurrence of crime on campus that has been reported to local police agencies to comply with the Clery Act. A crime statistics report is available by October 1 of every year and all employees and students will receive a copy also it is displayed in the Student's Bulletin Board.

WEAPONS POLICY

Weapons Policy Statement

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of Florida Vocational Institute Violation of this policy constitutes grounds for dismissal.

SEXUAL HARASSMENT POLICY AND PROCEDURE

Sexual Harassment Policy Statement

In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), Florida Vocational Institute has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide appropriate sanctions for violators of this policy. Any action of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is strictly prohibited and will be subject to disciplinary action.

In the event of an alleged sexual offense, a disciplinary proceeding will be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or other forcible or non-forcible sex offense, the accused will be immediately dismissed.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and in federally funded schools at all levels. Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students at Florida Vocational Institute are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race or national origin in all aspects of a recipients' educational programs.

Title IX Coordinator Contact Information:

Luisa Enriquez
Florida Vocational Institute
7757 West Flagler Street, Suite 220
Miami, FL 33144
305-665-1911 Main Number
786-708-8920 Direct Line

Definition

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature are considered to be sexual harassment when:

- Submission to conduct is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decision which affects you, or...
- Such conduct has the purpose or the effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Examples: Some of the more common examples of sexual harassment include:

- Repeated, unwelcome and offensive sexual flirtations, advances or propositions.
- Continued or repeated verbal abuse of a sexual nature.
- Continued or repeated graphic verbal commentaries about a person's body.
- Continued or repeated sexually degrading words about a person's or the person's body.
- Display of sexually explicit photographs, pictures or objects.
- Continued or repeated suggestive sexual comments or remarks.
- Continued or repeated insults, humor, or jokes about a person's sex or traits relating to sex.
- Continued or repeated touching, pinching or brushing a person's body.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, which is personally offensive, that fails to respect the rights of others, that lowers morals, and that interferes with work effectiveness.

Procedure for Reporting Sexual Harassment

Sexual harassment is not just inappropriate; it is prohibited by law and against Florida Vocational Institute policy. If you believe you have been subjected to sexual harassment of any kind, or know someone who is, do not remain silent. You should act promptly. Do not deny that something has happened. Ignoring the situation and hoping that it will correct itself enables the harassment to continue. Nor should you be afraid that if you speak with someone about the situation, you will be subjected to retaliation. Florida Vocational Institute will not allow reprisals against a person who in good faith reports or provides information about sexual harassment or behavior that might constitute sexual harassment.

At the student request, Florida Vocational Institute personnel will assist on notifying the proper authorities of any sex offense. In the event of an alleged sexual offense, a disciplinary proceeding will

be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or other forcible or non-forcible sex offense, the accused will be immediately dismissed.

Victims of sex offense are encouraged to report this offense to the appropriate law enforcement agency. Any employee who believes (or has direct knowledge of such incidents) that he or she is being sexually harassed by the School Vice President, Program Director, Registrar, Financial Aid Administrator, Supervisor, Co-worker, any School Staff member or student, should promptly take the following steps:

- You can tell the harasser to stop, verbally or in writing! Be clear and firm that the particular behavior is not wanted, not flattering, and not reciprocal.
- Keep a record with the grievance procedures, you may be asked to make a written evidence of the sexual harassment behavior. Record dates, places, times, witnesses and the nature of the harassment – what was said, when and how you responded. Also save any letters, emails, or notes received which can be helpful if the harassment persists.
- Beware of your surroundings and practice being observant. If you are ever assaulted, try to remember as much as you can about the assailant. (hair color, skin type, clothes, tattoos, voice...) Don't change your clothes or bathe. All physical evidence can be used in court.
- Report the incident or incidents to the School Vice President or any authorized school official. If you do not feel comfortable reporting this matter to the School Vice President, you may report directly to the Board of Directors.

If you report the incident or incidents in writing, please place the report in a sealed envelope marked: "Personal and Confidential"

Florida Vocational Institute Investigation

- Florida Vocational Institute will keep all information concerning the incident or incidents strictly confidential. Only those individuals involved in conducting the investigation and resolving the matter will have access to the information.
- Florida Vocational Institute will investigate all sexual harassment claims promptly and thoroughly.
- Florida Vocational Institute will not use the information gains the person who makes a good faith allegation of sexual harassment. However, because false accusations can seriously affect the lives of innocent people, Florida Vocational Institute will take disciplinary action if the accusation proves to be false and made in bad faith.
- This policy is not meant to discourage the reporting of incidents but to protect those who are innocent of allegations of sexual harassment.
- Florida Vocational Institute investigation will include inquiry into the alleged harasser's identity, the specific conduct complained of, the identity of the witnesses, and the number of times the conduct has occurred.
- Florida Vocational Institute will then conduct confidential interviews of the alleged harasser and all witnesses.
- In determining whether the alleged conduct constitutes sexual harassment, Florida Vocational Institute will consider the totality of the circumstances, the nature of the harassment, and the content in which the alleged incident or incidents occurred.

Sanctions

If the investigation reveals evidence supporting the occurrence of an incident of sexual harassment, Florida Vocational Institute will take prompt remedial actions. Florida Vocational Institute disciplinary actions will depend upon the specifics of the case and may range from a warning to termination of employment.

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and,
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceedings; and,
- Some disciplinary penalties may include, but are not be limited to: verbal warning, written warning, counseling, suspension or dismissal.

If the investigation fails to disclose sexual harassment conclusively, Florida Vocational Institute reserves the right to nonetheless take action. Such action may include counseling, a reminder of Florida Vocational Institute sexual harassment policy, or a written warning copy of which to be included in the personnel file. Florida Vocational Institute, Corp. will not transfer the alleged victim unless they consent.

Follow Up

Once the matter has been resolved, Florida Vocational Institute will continue to monitor the employee and/or students involved to ensure that no future incidents of harassment occur. The school is dedicated to maintaining a working environment free of sexual harassment.

Changing of Living and Academic Situations

Victims of sexual assault may request changes in their class schedule and the school is required to provide them if they are reasonable and available. A staff member of the school will help the student make these accommodations.

Educational Programs

Florida Vocational Institute presents educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The Awareness of Rape Program is designated to inform students about the importance of healthy dating and sexual assault awareness and shows the devastation and trauma caused by sexual assault.

Listed below are resources of sexual harassment help and prevention programs:

- Florida Abuse Hotline at 1-800-962-2873
- National Sexual Assault Hotline – 1-800-656-HOPE
- Roxcy Bolton Rape Treatment Center - 305-585-RAPE (7273)
- Sexual Violence Prevention Program - (850) 245-4455

Sex Offender Registration

The Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C §14071(j)) is a federal law that provides the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education.

A list of all registered sex offenders in Florida is available at FDLE Florida Sexual Offenders and Predators can be found at offender.fdle.state.fl.us/

DRUG AND ALCOHOL POLICY

Florida Vocational Institute is a drug-free workplace and firmly believes that alcohol abuse or illegal drug use, whether on or off the job can adversely affect job performance, morale, the safety of other employees, students and the reliability of our operations and equipment.

Law regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco. Florida Vocational Institute has a substances abuse policy that is inclusive of alcoholic beverages.

Florida Vocational Institute adheres to the Drug Free Workplace Act of 1988 and the Drug Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the work place. Therefore, the unauthorized use or possession, consumption, sale or distribution of any alcoholic beverage or drugs, except for those prescribed by a physician, are strictly prohibited everywhere on school grounds or during any activity sponsored by Florida Vocational Institute. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take in the event that a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace.

All employees and students should also be advised that possession use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol, may carry its own penalties under local, state and federal. Violation of this policy constitutes grounds for dismissal. Florida Vocational Institute is a drug-free workplace for staff, faculty and students.

Educational Programs

Florida Vocational Institute, will develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at school activities and will present educational programs on alcohol and drug abuse.

All employees and students receive a copy of Florida Vocational Institute catalog and an acknowledgement signed copy is kept in the employee personnel file and student's academic file.

Alcohol and Substance Abuse Prevention Procedure

When in the judgment of the supervisor, in consultation with the School Vice President and President, a determination is made that there is unauthorized use or possession of alcohol, controlled substances or the use or possession of illegal drugs, or if behavior or work performance of a staff member gives rise to performance related concerns that may indicate a need for drug and alcohol testing or some other action, the following procedure shall be used. The procedure also applies when a staff member has reason to believe the same of a student; or to others violations of the policy as stated above.

Alcohol and Substance Abuse Intervention Guidelines

The supervisor/staff member should notify the School Vice President and President for consultation prior to any action being taken. The School Vice President and President may recommend consultation with a local non-profit alcohol and substance abuse organization or similar agency. Based on the advice of the School Vice President and President or such an agency, the supervisor/staff member should immediately schedule an intervention meeting the staff member/student concerned. The intervention meeting includes the following steps:

- Inform individual of the policy.
- Relieve the individual of assigned duties or in the case of a student suspend their attendance and
- Advise the individual of the reason for the concern.

The impact of the problem on work or academic performance, including interpersonal interactions affecting the workplace or classroom should be documented. Examples include:

- Unusual or erratic behavior
- Reports of unauthorized drugs and/or alcohol use on the job

After consultation with the School Vice President and President, the staff member or student is referred to any non-profit alcohol and substance abuse organization or similar agency for testing. Examples of reasons for referral include the following:

- Behavior that is erratic or abnormal
- Knowledge or indication that staff member/student is currently involved in drug related activity
- Sleeping that is related to drug intake
- Disclosure by the staff member/student of use

Pending result information from the referred non-profit or similar agency, the staff member/student should be suspended. If the staff member/student refuses to go to the referred non-profit organization or similar agency, appropriate disciplinary action should take place. Drug and alcohol is only one factor to be considered in making a determination regarding disciplinary action.

Follow Up

The School Vice President and President will meet with the staff member/student to discuss the information received from the referred non-profit organization or similar agency and any disciplinary action taken. Being unfit for work because of alcohol and/or illegal use or possession of a controlled substance or other violations of this policy may subject the staff member/student to disciplinary action up to an including termination of employment or school attendance.

Prevention Programs

Listed below are resources of drug prevention programs:

- Narcotics Anonymous of Miami (305) 265-9555
- DARE. (305) 471-1716
- Switch Board of Miami (305) 358-4357
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)

- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

STUDENT SERVICES POLICY

Advising Services

Advising and guidance begins with the admission interview and continues throughout the student's course of study. Since Florida Vocational Institute is a small vocational school, faculty advising is limited to academic matters. Problems of a more serious nature should be brought to the attention of the School Vice President. All personal issues should be referred to the appropriate outside agency.

Financial Advising Services

The Business Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Student may be eligible to receive Federal Pell Grants funds as well as Federal Direct loans depending on the programs the student is enrolled to attend. For more information on how to apply for Financial Aid, please refer to the School Catalog or contact the Financial Aid Office.

WORK-BASED ACTIVITIES PLAN

Externships or work-based activities, where required, are an integral part of the training program and an educational experience that provides students with the opportunity to apply the knowledge and skills they have learned in classroom and laboratory settings. Since programs offered at our schools are intended to prepare students for a specific career or profession, the externship component of these programs allows our students to learn directly from working professionals in their chosen field and have a real-world experience of their future work environment and professional responsibilities. Students are not considered graduates until they successfully fulfill this program requirement.

The Allied Health Program Director oversees the externship experience and is ultimately accountable for the quality and compliance of this educational function. The Allied Health Program Director works in collaboration with departmental personnel who have the technical expertise and knowledge in the field to ensure that adequate quality externship sites are developed for each program; that the student learning experience at the sites are meaningful and effective; and that all aspects of externship are carried out in full compliance with our company policy and procedures and other regulatory and accreditation standards and requirements.

The Externship or Clinical is an approved course for which students receive academic hours/ credit; therefore, it is a requirement for completion of a program and graduation. While at the externship site, the student's status continues to be that of a student of the educational institution.

Instructor Qualifications. An instructor or Externship Evaluator is assigned to oversee the externship course, the same as any other course, and he or she must meet the qualifications for an instructor as prescribed by institutional and programmatic accreditation standards. For some programmatic accreditors, the instructor may need to qualify as an EC and be required to dedicate a significant amount of time in the classroom.

Course Syllabus. A syllabus is also required as with any academic course and must be provided to students during the externship orientation. Along with the course description, course objectives are listed that are specific to the externship experience. In addition, the externship course requires learning activities that are relevant to the course objectives and that meet any national or programmatic requirements. Examples of learning activities may include but are not limited to: case studies, case logs, research papers, patient studies, journaling, psychomotor skills, affective activities, cognitive evaluations, reading assignments, etc. Specific expectations, requirements and disclosures are also included in the syllabus.

Assessment of Learning. Assessments are also conducted in order to determine the successful completion of the externship experience. Competency/evaluation checklists provide the majority of the assessment of the externship experience. Assessments also include completion of other evaluations as outlined in the course syllabus. Examples are journaling, case studies, research. Preparation before going on externship

The detailed Work-based Activities Plan also includes guidelines and procedures for the following: Externship Site Development, Preparation for Externship, Supervision of Students on Externship, Attendance and Record Keeping and Evaluation of Student Externship/Clinical Performance.

PLACEMENT AND FOLLOW UP PLAN

Career Services

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the institution to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the institution's completion rate and job placement rate. Statistics pertaining to these are updated and published annually on the institution's website under the Consumer Disclosure section. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates. Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements, the institution reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

Employment Guarantee Disclaimer: Florida Vocational Institute will gladly assist students in obtaining suitable employment at no additional charge, it is understood that Florida Vocational Institute cannot promise or guarantee job placement or a specific salary for its students or graduates.

Disclosure: Completing a course or program in a language other than English may reduce employability where English is required; these courses are offered in Spanish with English terminology.

STATEMENT: Florida Vocational Institute graduates may start working in their field of training as soon as they have successfully completed their program of study. At FVI it is our desire to provide students with additional support and certifications that may provide additional employment opportunities in the allied health field. For that reason, the School works with the National Association of Healthcare Professionals (NAHP) that offers multiple allied health certifications: Nationally Registered Certified Patient Care Technician (NRCPT) and Nationally Registered Certified Medical Assistant (NRCMA), Nationally Registered Certified EKG Technician (NRCEKG), Nationally Registered Certified Phlebotomy Technician (NRCPT). These certifications are not obligated and not required for graduation however students are strongly encouraged to sit for at least one certification to enhance employment marketability. Students should visit the academic office for more information and the steps needed to sign up and register for these certification exams.

A. Identification of Responsibilities

The Career Services Department will be responsible for the coordination of follow up activities for all completers at the institution. The Career Services Director will be responsible for all the development of employment opportunities for FVI graduates/completers, provide access to part-time employment as time permits, and serve as the Externship Coordinator in terms of developing externship sites and matching students to appropriate externship sites based on site requirements

The Director of Career Services will ensure that the following procedures are utilized:

- interview prospective graduates
- set employment interviews for graduates
- follow-up on graduates and employers to determine employer satisfaction levels

- prepare all necessary reports
- conduct mock employment interviews
- provide graduate speakers as motivators
- develop externship sites
- provide extern sites with evaluation paper work
- provide the Program Directors with Progress Reports
- maintain records of placement
- maintain records of job sites and employers
- maintain an employer application portfolio on each student
- Develop employment opportunities within a geographical area that accommodates the student's home location.
- Coordinate all activity with the Program Directors

B. Collection of Information from Completers and Employers

Student Interviews:

Each student shall be interviewed no later than three weeks prior to graduation. At this time, the student will present a resume and will be directed to complete a profile sheet.

The profile sheet shall include:

- a. The location of at least two extern sites if applicable
- b. The students last three jobs if applicable
- c. Any other information that would be good for the employer
- d. Student's means of transportation
- e. A current address and phone number

Employer file:

All employer contacts relative to the student will be logged in the appropriate section of Diamond SIS. A hard copy of employer contacts will also be maintained and survey sheets will be maintained.

Each month, the Campus Director will review a detailed list of all verified placements for the year to date.

Placement and retention data will be provided using the COE format and formula and the Diamond SIS system reports. Diamond SIS data will be used to set performance criteria.

C. Collection of Information for Program Effectiveness

Regular email and telephone contacts with graduates are primarily used as a means of collecting graduate employment information. Employer surveys is the primary method of following up on placements. These are mailed or e-mailed periodically and a hard copy file is maintained. Any and all feedback from employer surveys concerning program effectiveness and relevance to job requirements will be immediately made available to the Program Directors. And the information will

be made available at the faculty meetings.

An electronic record of student placement activity is also maintained for each student who participates in the placement assistance program.

Assessing Placement Data

Placement rates are a key indicator of the success of all departments and a determining factor in the attainment of our mission. Attentive tracking of placement rates and soliciting feedback from our graduates allows the institution to clearly monitor its own outcomes.

Graduate surveys are used to ascertain from former students and the perception of their skills-set. This often proves invaluable since graduates are able to compare program content with actual career skills utilized. Graduate Surveys are distributed after a student has been employed for a minimum of 90 days.

YTD placement data and graduate surveys are reviewed quarterly during regularly scheduled All Campus meetings. Graduate comments that require immediate attention are addressed during this meeting. Graduate comments are placed on the upcoming Occupational Program Advisory Committee agenda for discussion. Program placement data is reviewed monthly during all campus meetings and emphasized quarterly along with the review of graduate surveys. If a program's placement rate falls below the 72% benchmark rate, an objective is added to the Institutional Strategic Plan to track and measure improvement.

Placement data is available to all faculty and staff at any time through the Campus Vice President. Placement numbers along with graduate feedback data is also shared quarterly at all-staff meetings.

D. Information Used to Evaluate Effectiveness and Quality Outcome

The effectiveness of the placement program is measured by the criteria set forth in the accrediting commission's annual report and any additional criteria set forth by the Campus Vice President.

Placement Rate:

The institution strives to maintain a placement rate of 75% or better. The assessment of performance is done annually through the accrediting commission annual report and the Diamond SIS Placement Report data provided to the Campus Vice President in conjunction with the DCS Performance Criteria.

Extern Sites:

Externs must be assigned at least two weeks prior to graduation and the site must be confirmed. This process is accomplished by the Director of Career Services in cooperation with the Program Director or Program Lead Instructor. The Institution's policies and procedures will be followed relative to how these sites are managed and what reports must be maintained.

Site supervisors are to record any and all negative comments regarding the extern so that the school can take appropriate action.

Copies of all extern evaluations must be placed in the academic folder and in the Placement file.

Personnel Development and other Workshops:

This activity is ongoing and will be coordinated with the Program Directors.

It is imperative that graduating students be exposed to personnel development and human relations activity through regularly scheduled workshops, program content or other educational experience approved and coordinated by the Program Directors.

To assure that students are eligible to participate in an externship, the Career Services Department must complete an Externship Clearance Form that includes the endorsement of the Program Director and the Business Office. The Program Directors will have the final word on academic eligibility to participate in an externship program. Students may be held back from an externship program because of and excessive tuition balance. The Campus Vice President has the final authority in such a situation.

Job Placement Coordinator Procedures

- Job Placement Department is responsible for meeting with student in order to understand what their job needs are. Assist student in assessing their job skills for positions; assists in application process, resume writing, interview preparation and job retention skills as well as interviewing skills; Assists Student's in preparing a portfolio with the in Services requested.

- The coordinator makes cold calls to potential employers; explains the benefits of Florida Vocational Institute's programs and addressing employer's special needs. Collects data from employers related to job orders including job requirements and skills. The coordinator goes on site visits to Medical Offices, Private and Public Clinics and Hospitals in order to acquire new and maintain current sites as potential job sites. Searches via Internet, newspapers, agencies, and other resources for job leads are done; locates jobs for participants who have successfully completed training programs.
- Schedules appointment between employer and students after matching job skills with applicant qualifications; refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions; researches various resume programs.
- Monitoring participant performance on the job and counsel participants when job performance is not satisfactory. This step is performed by Florida Vocational Institute's employment verifications and both employer and graduate satisfaction surveys.
- Maintaining contact with employers during the participants' employment and reports results to appropriate staff. Preparing forms and reports related to placement activities; tracks participant activity and progress data.

FINANCIAL AID POLICIES AND PROCEDURES

Applying for Financial Aid

The student must complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The student and parent or spouse, must obtain a PIN number to sign the FAFSA. The student and school will receive a response to the FAFSA (an ISIR) within a few days. The ISIR contains an Expected Family contribution (EFC) which is the amount the student and /or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuitions, Fees, Room and Board, Books, Transportation and personal expenses) The Financial Aid Administrator will take the COA and deduct the EFC to find the student's need. The Financial Aid Office will develop a package for the student which will list the various financial aid available to the particular student. Financial Aid will be awarded to student in two different disbursements. First disbursement will be made to the school once student completes all eligibility requirements and posts attendance. First time loan borrower will receive they first loan disbursement 30 days after class start. Second disbursement will not be scheduled until the financial aid office receives a mid-point SAP report from the registrar's office showing that the student is progressing academically on their course of study. Contact our Financial Aid Office for more information.

Florida Vocational Institute participates in different federal financial aid programs, which include:

Pell Grant

The Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance and a payment schedule issued by the U.S Department of Education, Office of Student Financial Assistance. Contact the Financial Aid Office for more information.

A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree is not considered an undergraduate and cannot receive a Pell Grant. This need based federal aid program amount changes per award year (July 1st through June 30th of the following year). The Pell Grant program is limited to 12 semesters for the lifetime of a student or 600% of Pell award. Please refer to the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov> or contact the school's Financial Aid Office to apply.

Federal Direct Loan Program

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is budgeted Cost of Attendance less estimated financial aid). The Federal Government pays interest on the Direct subsidized loan until repayment begins and during authorized periods of deferment.

An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply the student must contact the School's Financial Aid Office.

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan

Federal Direct Parent Loan for Undergraduate Student (PLUS) Loan are for parents with good credit histories who want to borrow to help for their undergraduate student's education. Loans are made available to the parents of a dependent undergraduate by the U.S. Department of Education. For additional information students should contact's the School's Financial Aid Office.

Counseling

Students borrowing for the first time are required to complete the Entrance Counseling provided by the Department of education at www.studentloans.gov. If a student has previous loans from attending another institution and does not show a completed Entrance Counseling, he/she will be required to complete a new one. This is a great information source that helps and promotes good post-graduation loan management and general information that borrowers should know about Federal Direct Loans.

When students complete their program of study, they *must* go to the Financial Aid office for an exit interview. In this interview the student must complete the exit counseling at the previous mentioned web site. The Financial Aid administrator will also collect updated information from the student including three personal references to provide the loan servicer with in case of delinquency. This is part of Florida Vocational Institute's default management program to help student repay their loans successfully. Official withdraws will have to follow the same procedure as graduating students. For unofficial withdraws an exit counseling publication provided to the school by FSA Pubs will be mailed to the student's address on file.

Credit Balance

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school how to handle any credit balance on the student's account. The statement also informs the student that he/she may modify/cancel such authorization and receive a full refund of his/her credit balance within 14 days of the day the credit balanced occurred. If a student does not have a credit balance statement on file, any credit balance must be refunded to the student within 14 days of the day the credit balanced occurred.

Disbursement Notice

All students will receive an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts and source of funding. Students will also be notified herein that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected for "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information.

Student who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes the specific requirements, deadlines and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as the tax/income information as directed by the Financial Aid Office. For more information regarding policies and procedures for verification, please contact the Financial Aid Office.

Veterans Benefits/Other Funding Sources

Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; CareerSource South Florida, Division of Vocational Rehabilitation, and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

Institutional Scholarship

Florida Vocational Institute has established the several Institutional Scholarship for first-time enrollees in Florida Vocational Institute. For scholarship applications and eligibility requirements, please contact the Financial Aid Office.

ADMISSIONS POLICIES AND PROCEDURES

Florida Vocational Institute affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational training to the public and administering all educational services. The School is open to all students without regard to race, color, religion, age, sex, creed, national origin, sexual orientation, physical or mental disability, marital status or other factors which cannot be lawfully considered for an employment decision.

General Admissions Requirements

To be eligible for admission, the applicant must meet the following requirements:

- The applicant must be seventeen years of age or older at the time he/she starts his/her program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.
- The applicant must complete an initial interview with an Admissions Representative and/or other administrative staff. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Representative will explain to the applicant the school programs and policies during the interview.
- The applicant must provide a valid driver's license, state ID with photo, or valid passport.
- The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from a high school or college in the form of a valid high school diploma, GED certificate, a higher earned degree, an official high school or GED transcript showing graduation date or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the USA. Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the

United States.

Note: Due to the passage of Consolidated and Further Continuing Appropriations Act of 2012, applicants who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test **unless** the applicant previously attended an eligible program at any Title IV institution prior to July 1, 2012 then the applicant may continue to establish Title IV eligibility in any eligible program under one of the ATB Alternatives as a “grandfathered student”. If an applicant meets the “grandfathered test” then he/she may be admitted into the Medical Assistant or Patient Care Technician programs upon demonstrating the ability to benefit (ATB) and successfully attaining a **minimum score of 200 Verbal/210 Quantitative** on Wonderlic Basic Skills Test, or has satisfactorily completed 225 clock hours of our programs in place of the ATB.

The applicant for the Nursing Assistant/Home Health Aide program who lacks a high school diploma or equivalent must pass a Scholastic Level Exam (SLE) with a score of 11 or higher to qualify for admission. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to take a third attempt using another version after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts the applicant can retake the test one more time 30 days from the date of the last attempt. **Note: Nursing Assistant/Home Health Aide program is not a Title IV, HEA eligible program.**

- The applicant must pay the required Registration Fee and complete all tuition payment requirements.
- The applicant must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement.
Age Disclaimer: NOT all employers may hire a person younger than 18 years of age.
- The applicant entering a clinical training program will be required to pass a criminal background record check at his/her own expense.

Disclosure: Presence of criminal convictions on record may make a student ineligible for state licensure and may prevent a student from being employed in the field for which they have been trained. Applicants are strongly encouraged to contact the Florida Department of Business and Professional Regulations for information regarding the licensure application: www.myfloridalicense.com/ prior to enrolling.

Additional Admission Requirements for the Pharmacy Technician Program

- The applicant applying for the Pharmacy Technician program must pass a Scholastic Level Exam (SLE) with a score of 14 or higher. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam a third attempt after a minimum of 24 hours has elapsed from date of the second attempt. After these

three attempts the applicant can retake the test one more time 30 days from the date of the last attempt.

- The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years, and/or any conviction that was drug or pharmacy related).

Additional Program Requirements Required for Pharmacy Technician Externship

- The applicant must meet the following health and immunizations requirements at least one term **prior** to start the externship portion of the training. 1) Must either present documentation of having had Hepatitis B vaccination series or must complete the first two Hepatitis B injections at least 12 weeks prior to the start of externship. 2) Must submit to and pass a drug screen in the term prior to starting externship.
- **Disclosure:** Any student whose test results turn out be inconclusive (such as a diluted sample) will be required to retest at his/her own expense. If a student fails a drug screen or refuses to submit to a drug screen, the student will not be eligible to start externship and will be dismissed from the program.

Online Course Requirements

Online classes can help you make a balance between your busy life and personal goals. Florida Vocational Institute offers exciting courses for your convenience. Online classes include exercises, interesting projects, and assignments. You do not need to physically travel to a campus. Students will enjoy the same benefits of a live faculty member led course, but just via a videoconference setting instead of in a classroom setting. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

System Requirements:

Microsoft Windows XP SP 2 (32-bit) Windows Vista/7/8 (32/64 bit) Microsoft .Net 4.0

System Requirements:

Mac OS X 10.6 or later

iOS Requirements:

Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.0 or later Valid Apple ID for downloading Vital-Source Bookshelf app

Android Requirements:

Smartphone or Tablet that supports Android 2.2 or greater

Kindle Fire 1 running Kindle Fire OS 6.3.1 or later

Kindle Fire 2 running Kindle Fire OS 10.1.3 or later

Kindle Fire HD running Kindle Fire OS 7.1.5 or later

Accommodations for Students with Disabilities

The school is an Equal Opportunity Educational institution complies and does not discriminate in the

recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation or any other protected characteristics. If an applicant or currently student require academic adjustments and/or auxiliary assistance in conjunction with the admission process or their program of study, he/she should contact the Campus Vice President to schedule an appointment.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process. The Campus Vice President will work with the applicant or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

Admissions Director

The Admissions Director connects with prospective students by answering incoming phone calls, responding to Web inquires, and attending school fairs. Once they have identified a prospective applicant, they often begin making phone calls and scheduling campus interviews. During the interview, they evaluate the applicants' qualifications, past experiences and objectives. Admissions Director provides information about the school, enrollment policies, and programs costs to prospective students, their parents and other family members; as well as gives tours of the school.

Admissions Director coordinates all admissions testing if the student needs it. Additionally, they help the students in areas such as transportation, and assisting the school in completing the student's objective (graduating and obtaining a license).

Admissions director assist the academic director with orientation, also work with a school's registrar and financial aid department by assisting with enrollment, as well as attendance issues. Additionally, they keep a school's Vice President and other department heads informed about pertinent admissions statistics.

Daily procedures:

1. Monitor admissions representatives to follow the policy and procedures of the school.
2. Train admissions representatives and implement plans to improve individual job performance, as needed.
3. Participate in the recruiting, evaluation and hiring of new admissions representatives
4. Actively participate in the enrollment process, including answering phone calls, cold-calling new leads, interviewing prospective students and processing enrollment documents
5. Ask the prospects how they heard about the school, and help them to choose the program that best fits them.

6. Answer all incoming calls that request school admission information.
7. Follow-up on phone calls from previous inquiries.
8. Make appointments.
9. Re-confirm appointments.
10. Contact drop students to see if they would like to re-enroll, and find out the reasons of the drop and then report to the School Vice President.
11. Check for local career days/attend, keep in touch with high school counselors, check with local agencies (job corps, welfare etc.) to see if interested in our programs.
12. Maintain a daily admissions log.
13. Records information into school data base.

Admissions Representative

Admissions representatives guide school applicants through the admission application process by helping them to assess their skills, education and career goals in order to choose the best educational programs. Admissions representative connect with prospective students by answering incoming phone calls, responding to Web inquires, and attending school fairs. Additionally, admission representatives may explain academic programs and answer any inquiries regarding applications, enrollment, courses and financial aid. They record information into a database and follow-up with applicants to update statuses and answer any new questions.

Daily procedures:

1. Answer all incoming call that requests admission information. Ask prospects how they heard about the school, and program they are interested in.
2. Make appointments.
3. Re-confirm appointments
4. Follow-up on phone calls from previous inquiries.
5. Contact drop students to see if they would like to re-enroll, and why they drop. Report drop reasons to the School Vice President.
6. Record daily tasks into school data base.

NEW STUDENT ORIENTATION PROCEDURE

All new students are required to attend a new student orientation prior to the first day of class. During the new student orientation, the enrolled student attends an orientation that includes the following information:

1. Welcome
2. Introduction and presentation of staff and explanation of school facilities
3. Explanation of code of conduct and school regulations
4. Explanation of student responsibilities
5. Explanation of the school's cancellation and refund policy
6. Explanation of student services: advising, library, placement, transportation
7. Review of school calendar
8. Explanation of all academic policies
9. Explanation of school hours and office hours
10. Explanation of health and safety of students in case of sickness, accidents, or emergency health care needs on campus.

FACULTY DEVELOPMENT PLAN

The faculty development plan as established by the school is implemented by personnel following the procedures listed below:

Faculty

are advised during their initial employment interview that continued education is mandatory in order to be employed at the school. A list of recommended workshops and seminars are provided to faculty members annually.

Faculty is also made aware of periodic in-house training seminars that are available. A minimum of one (1) eight (8) hour continued education class/seminar is required each year. Documentation of attendance must be retained in the employee's personnel file (examples: copies of certificates, etc.) faculty members are also advised upon their initial employment that they must complete the faculty member development program and competency based training program.

MANAGEMENT EVALUATION OF TEACHING TECHNIQUES

Management performs periodic evaluations of the school's teaching techniques to determine if they are adequate to ensure students success in the subject being taught. Management performs this evaluation in the following manner:

1. By performing at least on a semi-annual basis a student critique of faculty members to determine areas of weakness as perceived by students. Management reviews these critiques and implements the steps necessary to improve a student's perception of the effectiveness of the training. The school may elect to evaluate the faculty members on an individual basis to advise the faculty member of areas needing improvement.
2. By performing semi-annual faculty member evaluations the faculty member is graded on his/her work performance during the preceding evaluation period. These evaluations are used by management to determine if a faculty member is using techniques appropriate to the needs of the students.

The pass/fail ratio of the state board examination is also evaluated on a periodic basis to ensure that students were adequately taught how to pass the state board exam. If a high failure ration exists, steps are taken to evaluate the state board faculty member's teaching techniques and apply changes as necessary.

STUDENT FILE PREPARATION

Files are to be kept and maintained in the following order:

- a. Academic paperwork will be maintained on the left side of the file.
- b. Copy of social security, student photo identification, contract and any other related financial document will be kept on the right side of the file.
- c. All paperwork is to be inserted in date order, starting with original paperwork on the bottom. As items are placed in the file they are placed on top any previously filed paperwork.

Files are to be labeled:

1. Student name
2. Student ID
3. Program name
4. Start Date – Term/Grad Date

SAFEKEEPING OF STUDENT RECORDS

All school records are kept and stored in a filing fire-proof cabinet for a five-year period. The school will maintain the student records on site. These should be kept locked and secured at the end of each day. Only authorized personnel are permitted to review the records, authorized personnel will be supervised by the school officials while examining the files. Student files contain personal and confidential information and are not for public viewing unless written authorization is provided. Florida Vocational Institute keeps student information in the computer system where it protects sensitive information from being lost, changed either maliciously or accidentally, or read or modified by those not authorized to access it. It is protected with a unique login followed by a password for each authorized personnel.

SCHOOL OFFICE PROCEDURES

In order to maintain control in the school office and insure that all jobs are completed the following procedure will be followed:

- An all staff/employee schedule will be maintained on a monthly basis. Any changes in scheduling will be approved through the director.
- Staff will be assigned specific office duties to be completed each week. It is the responsibility of the director to check that these are being completed. It will be the responsibility of the director to insure that each staff member understands his/her duties.
- New hires are assigned duties as well. If they are replacing another employee, they take over their duties. If it is an additional employee, then the duties will be reassigned by the office.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

The Student Complaint/Grievance Procedure is published the School Catalog. It is also reviewed during the new student orientation and is also posted on the school bulletin board.

SCHOOL MAIL PROCEDURES

The School Vice President will open the mail on a daily basis. In the event, that the SVP is out of the school, then the Administrative Services Manager (ASM) will open the mail in his/her absence.

PHYSICAL FACILITIES AND TECHNICAL MAINTENANCE INFRASTRUCTURE PLAN

Purpose

An appropriate plan for ongoing operation and maintenance of all physical facilities, technical infrastructure and distance education infrastructure to insure that all occupational programs are delivered in accordance with the School's mission.

The School has implemented its improvement plan for the facility and equipment by maintaining its current equipment in good working order and has management personnel check them periodically for improvement, repair or replacement. If equipment needs improvement or repair it is brought to the attention of the School Vice President for immediate attention.

Florida Vocational Institute is committed to maintaining instructional equipment in proper working order to assure students and faculty can accomplish daily assignments and tasks without interruption. The faculty will periodically check in individual classrooms to assure there is no malfunction of any equipment. Should any equipment malfunction, the faculty member will inform the Program Director or School Vice President for the need to repair. Peripheral equipment such as supplies needed for computers and/or printers are kept in the Administrative Services office. Supplies for allied health program equipment such as EKG paper, syringes or any item necessary for the allied health department are kept in the allied health classrooms.

Maintenance of facility equipment for cleanliness and safety such as vacuum cleaners or mops is the responsibility of the janitorial company utilized by the school. The Administrative Service office or a Program Director will report any facility maintenance discrepancies to the School Vice President for immediate action.

Physical Facilities

The institutional premise is the responsibility of the institution. All surrounding property is maintained by the management group. No alterations are approved without the express consent of the Property Manager and the Lessor.

The school has a contract with an outside vendor for school cleaning and maintenance. The maintenance personnel are responsible as follows:

1. Clean and maintain floor, walls, mirrors, and all furniture located in all areas of the school.
2. Empty all trash cans and take trash to outside trash container.
3. Clean bathrooms and replace any supplies as needed, such as: toilet paper, soap, paper towels, etc.
4. Maintain all classrooms clean and well kept.
5. Blackboards are to be kept clean after classes
6. Notify management of any abnormality such as leaks, furniture repair needed, etc.

Bathrooms are maintained by the mall management and are cleaned three times a day or more often if requested by the tenant. Repairs within the school facility (non-common areas) are the responsibility of the tenant. However, the property manager must approve any painting or repair. Exceptions are routine repairs like door locks or furniture. A contractor is utilized for painting and rug cleaning. Small repairs are handled by the Facility/IT Coordinator

The property manager may conduct facility inspections at any time. Facility expenses are included in the yearly budget.

Technical Infrastructure

Outside vendors maintain the LAN and WAN functions as well as hardware. The management data base is proprietary and maintained by Diamond D. On site managers have very limited access to the management software and systems.

From time to time, the Systems Engineer may require the institution to transport computer equipment to the parent corporation in conjunction with modifications or the configuration of software. Transportation methods are dictated by the Systems Engineer.

Distance Educational Infrastructure

The school utilizes a Distance Education Medical Assisting curriculum and two Distance Education IT curricula. A portion of these programs is delivered on line using a Synchronous methodology and a Learning Management System as well as Adobe Connect. Because the LMS is proprietary, it is maintained by the originating company. FVI maintains the hardware (computers, servers etc.) Adequate funding for repairs and up grading is budgeted annually to support software up-grades and purchases as well as primary and supporting hardware.

Personnel Responsible for Ongoing Operation and Maintenance

The Administration Services Manager is the contact person for any equipment repairs/ maintenance. The IT/ Facilities Manager, also works closely with the Vice President providing installation and set-up of new technology equipment, performing maintenance and repair. Technical problems are reported to the Vice President.

Equipment and Supplies

All instructional equipment purchased for the institution meets all appropriate safety standards. Instructors are responsible for inspecting instructional equipment to ensure that it meets safety standards. All instructional supplies meet the manufacturer's safety standards. Keeping these updated is the responsibility of the school faculty. First Aid kits and supplies are available at the institution's laboratories.

Training supplies are purchased and inventoried as required by faculty. The annual budget accounts for consumables necessary to support program objectives. Faculty members use a supplies request form to order consumables. The Program Director and School Vice President sign off on all materials and supplies purchase requests.

Relevant State and Federal Laws

Florida Vocational Institute is in compliance with local, state, and federal codes for educational facilities. Documentation of regular fire inspections by state fire marshal representatives is available in the administrative office of the campus. All licenses are displayed in the front lobby of the school.

Equipment Maintenance and Emergency Purchases and/or Repair of Equipment Plan

Funds are budgeted to provide instructional equipment and supply. Every effort is made to allow students to use equipment that meets current standards in their chosen field. It is the faculty's responsibility to maintain and request any equipment needed. The school utilizes an **Equipment Maintenance Form** to evaluate equipment monthly. If there is immediate need for repair or purchase between the monthly evaluations, a **Request to Purchase form** is completed and delivered to the School Vice President for immediate processing. Request to Purchase forms are available from School Vice President's office. Documentation of service or delivery is the invoice submitted by the vendor.

Educational purchases that constitute large capital items must be justified using the **Capital Purchase Justification form**. These purchases must be approved by the Executive Vice President. Normally, these are accounted for in the annual budget process as 'Capital Items.'

Policies and procedures relative to this plan may be communicated and modified by memo documents originating from the School Vice President.

Instructional Supplies Purchases and Storage System

All office and instructional supplies which includes consumables items for instruction must be requested in advance. Faculty and staff members must complete an office supply request or instructional supply requests forms which require consent from the Program Director or Supervisor. Supplies are purchased only by the consent of the Program Director and Campus Vice President. Orders are placed and recorded on a purchase log by the Administrative Services Manager.

Instructional Equipment Inventory System

Each Program Director is responsible for creating and maintaining an Instructional Equipment Inventory system for each department. Every effort is made to ensure that students have access to the equipment currently used in their field. Advisory committee members review program resources annually, making recommendations as needed. Faculty are responsible for inspecting instructional equipment monthly to ensure that it meets safety standards and immediately notifying the Program Director in writing if equipment is no longer functioning or meeting safety standards.

Emergency Orders and Repairs

Florida Vocational Institute maintains all learning resource equipment to assure student and faculty needs are met. However, there may be occasions where emergency repair of equipment is necessary to assure continuous delivery of instruction to students in a timely manner. If faculty members or administrators require immediate purchases and/or repair of equipment, the staff or faculty member must notify the Program Director or the School Vice President as soon as possible. Once approved by the School Vice President, the Business Office assumes personal responsibility for emergency orders and/or repairs; he/she purchases or orders the necessary supplies or contract a local repair company within the same day of notification. In some situations, required supplies may be unavailable locally. The Business Office will contact the appropriate vendor to order the required supplies immediately so that students can continue to meet program objectives in the quickest time possible. If possible, equipment will be sent overnight to the school. In the case of nonfunctioning equipment, the Program Director or Business Office will schedule repair service within 24 hours.

A **Purchase/Repair Request Form** for everyday equipment needs and/or emergency purchases will be completed by the faculty member or Program Director and delivered to the School Vice President for purchasing.

Replacing or Disposing of Obsolete Equipment

As equipment is outdated or no longer utilized in today's job market, new equipment is ordered. The faculty member or administrator requesting the new equipment will submit a purchase order to the to the Program Director and School Vice President. Both the Program Director and the School Vice President will review the request and make the appropriate purchases. New computers are purchased every three years to assure students receive instruction on the most modern equipment.

The Business Office is responsible for disposing of obsolete equipment. Computers and peripheral equipment are donated to local charitable organizations or given to recycling companies. All disposals are within the mandates of state and federal guidelines. Obsolete equipment to be disposed is removed from the Department and School inventory list by the Program Director or Business Office. The list must be dated and signed by the School Vice President to note removal.

Curriculum Review

Florida Vocational Institute conducts a curriculum review once every other year whereby three potential employers review each educational program and recommend admission requirements, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation and level skills and/or proficiency required for completion and appropriateness of the delivery mode for the program. Comments/recommendations are shared with faculty during a regularly scheduled faculty meeting to discuss the addition of implementation of suggestions. Decisions are documented in meeting minutes.

Open Door Policy

It is our belief that the success of Florida Vocational Institute is dependent on both the skills and attitudes of its people. In order to foster positive attitude among all of our people we encourage an atmosphere where freedom of expression and exchange of points of view between employees and administration is a natural occurrence. Employees are encouraged to speak with the Program Director/Supervisors about any matter related to the job. If the Program Director/Supervisor is unable to resolve a work-related problem for the employee, the employee is entitled to carry the matter directly to the School Vice President for further review.

A FEW CLOSING WORDS

This handbook is intended to give you a broad summary of things you should know about FVI. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, FVI, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Team Member Handbook is an important document intended to help you become acquainted with FVI. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this Team Member Handbook.

I have received and read a copy of FVI's Team Member Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” status except IN AN INDIVIDUAL CASE

OR GENERALLY in a writing signed by the President of the company.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Team Member Handbook.

Team member's Printed Name: _____ Position: _____

Team member's Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.