



# FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION, INC.

## Employee Policies and Benefits Board Member Policies

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**Employee/Board Policies and Benefits**  
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## **WELCOME**

Welcome to the Florida High School Athletic Association. We're glad you've joined our team and will do our best to make your career with us pleasant and mutually beneficial.

We hope this booklet will help to familiarize you with the FHSAA's policies and answer questions you may have. If you still have questions after reading, please feel free to talk with your immediate supervisor.

We are proud of our long history of service to our member schools and look forward to maintaining our commitment to meet the ever-changing needs of Florida's student-athletes. We hope you will enjoy being part of our team.

## **HISTORY**

The Florida High School Athletic Association was founded on April 9, 1920. Original membership consisted of 29 high schools. Membership has grown steadily and currently exceeds 700.

The FHSAA is a not for profit 501(c)(3) corporation that was created to serve its member schools. The aim of this Association shall be to promote, direct, supervise and regulate all interscholastic athletic activities of high school students; to establish, maintain and enforce such regulations as may be necessary to assure that all such activities shall be part of and contribute toward the entire educational program of the State of Florida; to cooperate closely with the Florida Department of Education in the development of interscholastic athletic activities; to promote the spirit of sportsmanship and fair play in all athletic contests; to safeguard the physical, mental, and moral welfare of high school students and protect them from exploitation.

## **DISCLAIMER**

The policies and procedures covered in this Employee Handbook are not intended to be all-inclusive. This Handbook and the policies contained herein do not in any way constitute, and should not be construed as, a contract of employment or promise of employment between the employee and the FHSAA. Nothing in this Handbook binds the FHSAA to any specific procedures, policies, benefits, working conditions, privileges of employment, or definite period of employment. Subject to the conditions prescribed in the termination policy, you are completely free to leave at any time you choose, and the FHSAA has the same right to end the employment relationship.

## **DEFINITIONS**

**Employee:** refers to all persons who work full or part-time for the FHSAA.

**Professional or Administrative Staff:** Exempt employees are exempt from overtime and do not receive overtime pay for working over 40 hours in a week. Exempt status is determined by job responsibilities and the provisions of the Fair Labor Standards Act as established by the U.S. Department of Labor.

**Support Staff:** These nonexempt positions include any other full/part-time FHSAA personnel, including but not limited to officials' registrar, secretarial, clerical, accounting, receptionist and mailroom positions. Nonexempt employees receive overtime pay for hours worked greater than 40 in a one week period. This status is also determined by job responsibilities and provisions of the Fair Labor Standards Act.

**Full time:** Any employee who is regularly scheduled to work at least 35 hours a week is considered to be full time and is eligible for all company-sponsored benefits.

**Part-time:** Any employee who works an average of less than 35 hours a week is considered to be part-time. The only company-sponsored benefits for part-time employees are a retirement plan.

**Executive Director:** The term "Executive Director" as used throughout the Employee Policy Handbook shall mean the Executive Director of the FHSAA or his/her designee.

## **GENERAL EMPLOYEE POLICIES**

### **1. Working Hours**

Standard working hours are from 8 am – 5 pm with one hour for lunch, Monday through Friday. With Executive Director's written approval, an alternate schedule may be selected in which an employee's beginning and ending work hours could be adjusted. The alternate schedule must total 40 hours unless a shortened workweek is approved. Alternate summer schedules (4 day work week) will be considered annually by the Executive Director.

Work hours and days may be altered from time to time by the Executive Director in accordance with employee benefit policies in this Handbook for Other Paid Non-Work Days/Hours.

### **2. Recording Time Worked**

- A. All full-time employees assigned work hours must be worked on-site, or the employee must be granted an appropriate leave in accordance with policies contained in this Handbook.
- B. Method of Payment may be salary or hourly depending on the position. The method of payment does not determine the exempt or non-exempt status for over time.

Salaried Employees are not paid an hourly wage and receive payments in equal distributions each pay day. All administrative and professional employees are salaried as well as some clerical positions. Salaried employees that are exempt from wage and hour do not get compensated for overtime. Salaried employees that are subject to wage and hour must account for their hours worked on a time log or other payroll document each payroll period. When more than 40 hours are worked, those employees are entitled to overtime or compensatory time

#### C. Hourly Employees

1. Hourly employees are paid an hourly wage and are entitled to overtime compensation for in excess of 40 per week, when authorized in advance by the supervisor, at a rate of 1-1/2 times their hourly rate. An overtime approval form must be completed by the employee and signed by their immediate supervisor **prior** to working the overtime.
2. Non exempt employees are expected to work in accordance with the standard work schedule Or the alternate schedule.
3. Nonexempt employees must use the time clock or detailed daily sign in sheet to record time worked.
4. Any change in the above described procedure must be approved in advance by the Executive Director.
5. All personnel must account for time worked and no employee may clock in or out for another employee.

### 3. Pay Dates

- A. Pay is distributed every other Friday. When paydates fall on a non-work day, paychecks will be distributed on the workday immediately preceeding the non-work day. The first paycheck for new employees will be on a regular check, all other payments for wages will be made by Direct Deposit.
- B. Paychecks will be distributed only to the designated employee unless otherwise directed in writing by said employee. Documentation authorizing alternative arrangements must be provided by said employee.

### 4. Reporting Absence

When there is an illness or emergency that causes the employee to be absent, he/she shall call his/her supervisor as soon as possible and no later than 9 A.M. on the first day of absence.

**Any employee leaving the office during the workday should sign out with his/her supervisor.** Refer to policies for paid time off for additional requirements.

### 5. Unexcused Leave

An unexcused leave is an absence that is not reported as provided by paragraph 4 above. Three consecutive days of unexcused leave will be voluntary termination by the employee. Three days of unexcused leave during any fiscal year, whether consecutive or not, will be grounds for termination of the employee.

### 6. Unpaid Leave

Employees must first use all available PTO leave before requesting unpaid leave. A maximum of two days of unpaid leave may be granted during a fiscal year by the supervisor. Any absence beyond two days without pay in a fiscal year will be grounds for termination of the employee, unless approved by the Executive Director. The Executive Director at his/her sole discretion, may grant unpaid leave of

absence for a maximum of one year. Failure to return to work after the leave expires will be considered voluntary termination by the employee.

Examples of unpaid leave include, but are not limited to,

- A. Any instance in which leave might have been taken by an employee who has not accrued Paid Time Off (PTO) leave to cover the time absent from the office.
- B. Leave of absence –medical leave, maternity leave, military leave, sabbatical leave, workers comp leave, family emergency, and unpaid vacation. Employees on leave of absence will not earn additional PTO during the leave of absence. Group insurance benefits shall be retained by the employee, but must be fully paid by the employee unless otherwise granted in writing by the Executive Director.

## 7. Dress Code

FHSAA is a professional organization and employees should use good judgment at all times in projecting that professionalism, whether it is in the office setting, meeting with visitors from outside the FHSAA, hosting special groups or guests, or representing the FHSAA at events.

A. Casual Business Clothing considered acceptable includes, but is not limited to:

- Khakis, gabardine, corduroy, twill or cotton slacks (pressed)
- Dressy gauchos and Capri's
- Golf or polo shirts
- Dresses, skirts or jumpers at a length no more than 3-inches above the knee
- Sweaters, twinsets, cardigans, knit shirts, Cotton long/short-sleeved button-down shirts tailored blouses
- Dress and/or Decorative Sweatshirts
- Warm-Ups/Pullovers/Jackets – FHSAA Issued
- Athletic Shoes/Tennis Shoes
- Open Toed Dress Shoes

B. Clothing considered inappropriate and unacceptable includes, but is not limited to:

1. Items that are worn, ripped, frayed, unkempt, and not in good condition
2. Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
3. Items advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products
4. Any clothing that has words, terms, or pictures that may be offensive and/or create a hostile environment for other employees is unacceptable.
5. Bermuda shorts, short shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.
6. See-through garments, halter tops, bare midriff/back tops, tank tops/muscle shirts, low-cut blouses and pants
7. T-shirts
8. FHSAA Logo/Hooded Sweatshirts
9. Shorts

- 10. Flip Flops
- 11. Jeans or other denim pants

C. If casual Friday's and/or casual summer schedules (4-day work weeks) are approved by the Executive Director, Jeans and other denim pants will be deemed "acceptable" during those specified days as long as there are no meetings in the office. If jeans or other denim pants are worn, they must not be too tight and must be worn with an approved shirt/top.

## **8. Office Etiquette**

Employees are required to cooperate with each other in the performance of their duties. An Atmosphere of mutual respect and cooperation shall be maintained at all times. The use of obscene, vulgar or offensive language is not permitted among co-workers or with the public at large. The FHSAA is a service organization and employees should abide by the guidelines stated in the FHSAA Telecommunications Policy.

Employees shall not contact members of the FHSAA Board of Directors for any purpose without the prior approval of the Executive Director. Violation of this policy may be grounds for termination.

## **9. Maintenance of Work Area**

Employees are responsible for keeping a clean and tidy work area.

## **10. Office Equipment**

- A. Office equipment, files and other property owned by the FHSAA should not be removed from the Building without completion of the proper authorization form signed and presented to the Executive Director.
- B. All passwords or other codes necessary for the operation of office equipment shall be given in writing to the Executive Director. The FHSAA has the authority to access all data, files, correspondence, etc. contained therein.

## **11. Confidentiality**

All matters concerning the FHSAA are confidential and shall not be discussed outside the facility. Violations of this policy may be grounds for termination.

## **12. Performance Reviews**

A formal performance evaluation of all employees will be conducted at least on an annual basis after April 1<sup>st</sup> and prior to June 30<sup>th</sup> and at the end of the 90 day introductory period by the employee's immediate supervisor. The purpose of the performance evaluation process is to provide the employee with the opportunity to discuss with his/her supervisor how he/she can utilize his/her talents and abilities to their fullest and help the FHSAA reach its goals. The performance evaluation is intended to be a positive learning experience for the employee and should be approached with that attitude. The employee will have the opportunity to review past accomplishment, analyze current performance and plan for future activities as well as improvements in how he/she does his/her job. Copies of the evaluation will be provided to each employee. Originals will become a part of an employee personnel file and may be reviewed at any time by the employee.



### **13. Promotions**

It is practice of the FHSAA to fill vacant positions through promotion or transfer, whenever possible. When an opening occurs, the qualifications of present personnel are reviewed to determine if anyone has the necessary credentials. Promotions may be considered justification for a salary adjustment.

### **14. Salary Increases**

Entry salaries for each position will be determined by the Executive Director. Annual salary increases are determined by the Executive Director.

### **15. Travel**

- A. A Temporary Duty Elsewhere form must be submitted in advance and approved by the Immediate supervisor for all work related travel.
- B. Professional staff shall receive a per diem for business related travel at the current State of Florida rates. Staff must be traveling overnight out of town, or for eight or more consecutive hours, to receive meal reimbursements.
- C. Employee mileage shall be paid at the current State of Florida rate. Where estimated mileage costs exceed the cost of a daily rental vehicle, the reimbursement will be capped at the lower of the two options. Where estimated mileage costs exceed the cost of airfare, the reimbursement will be capped at the lower of the two options.
- D. All parking fees, road tolls, taxi service, etc., shall be reimbursed upon submission of appropriate receipts.
- E. Credit cards will be issued to selected employees for FHSAA business related expenses only. Personal use of FHSAA credit cards is prohibited.
- F. Staff shall be allowed professional leave to attend conferences and conventions which are approved by the Executive Director. They shall be reimbursed at the per diem rate and for registration fees. These conference and convention fees must be included in the current fiscal year budget approved by the Board of Directors.
- G. Employees must file an expense voucher within 45 days of travel and provide documentation for Expenses claimed.

### **16. Association Memberships**

Staff members may belong to other associations that relate to and benefit FHSAA and may have the dues paid for by the FHSAA. A request for payment of membership dues must be approved in advance by the Executive Director and be included in the current year's budget.

### **17. Employee Protection (Anti-Fraud) Whistleblower Policy**

If any employee reasonably believes that some policy, practice, or activity of the Florida High School Athletic Association (elsewhere referred to in this policy as "Association") or the Florida High School Athletic Association Land Corporation (elsewhere referred to in this policy as "Corporation") is in violation of law, a written complaint must be filed by the employee with the Executive Director. In the event the activity to be reported involves the Executive Director, then the complaint should be filed with the Board President.

It is the intent of the Association and the Corporation to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal

compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Association or Corporation and provides the Association or Corporation with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Association and the Corporation will not retaliate against an employee who, in good faith, has or had made a protest or raised a complaint against some practice of the Association or Corporation, or of another individual or entity with whom the Association or Corporation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy including public policy concerning the health, safety, welfare, or protection of the environment

## **EMPLOYEE BENEFITS**

### **1. Paid Holidays**

Each full-time employee will receive sixteen (16) paid holidays per year. These are:

1. New year's Day
2. Martin Luther King's Birthday
3. Good Friday
4. Memorial Day
5. Fourth of July, or alternate work day prior to or following July 4th
6. Labor Day
7. Thanksgiving - (Wed., Thurs., & Fri.)
8. Christmas (7 days)

### **2. Other Paid Non-Work Days and Hours**

The Executive Director may from time to time grant unworked paid days in the event of emergencies requiring the closure of business, such as hurricanes. Unworked paid hours may be granted by the Executive Director for early released time prior to holidays. All such paid non-work time must be authorized in writing.

### **3. Health Insurance**

There is a group health plan available for full-time employees and their dependents. Coverage is selected by the employee. The Association pays for the employee and 54% of spouse and dependent coverage costs. Refer to the Blue Cross/Blue Shield Health Care Plan Booklets for complete details. New employees will enter the plan under Plan guidelines.

Employees who have existing group coverage from another source may elect not to participate in the health plan and receive a supplement in lieu of group benefit coverage, or have payment made to

their insurance carrier. The supplement shall be paid in 12 equal installments in an amount equal to the cost of the employee's coverage plan not to exceed the cost of coverage provided by the Association.

**4. Jury Duty**

The FHSAA will pay an employee his/her daily rate for jury duty. Any compensation the employee receives for the jury duty will be returned to the FHSAA.

**5. Paid Time Off (PTO)**

**A. Rate of Accrual**

Time will be accrued annually for full-time employees based on a 40 hour week per the schedule below:

0-6 years	2 days per month (24 days per year)
7-12 years	2 ¼ days per month (27 days per year)
12+ years	2 ½ days per month (30 days per year)

If an employee works an alternate schedule between 35 and 40 hours per week, the accrual will be prorated for the hours worked. Each employee will receive the accrual on a biweekly basis. The accrued amount applied on the biweekly payroll shall be considered earned for hours worked previously.

**B. Permissible uses of PTO leave:**

PTO provides leave time with pay for vacation, illness, emergencies or any other personal reasons. Leave must be requested on a leave request form at least two weeks in advance, if possible, and approved by the employee's supervisor. Unexpected illness or emergency use of PTO should be called in to the employee's supervisor by 9AM on the day of the absence and a leave form must be completed upon return. Examples of PTO use are:

1. Vacation. All employees are encouraged to take vacation annually. All personnel are strongly encouraged to take at least one week of vacation per year (40 hours consecutively).
2. Injury or illness or maternity leave of employee or immediate family member. Immediate family is defined as spouse, child, sibling, parent, parent in law or grandparents.
  - a.) Written notification to immediate supervisor is required for surgeries, maternity leave or other planned medical absences at least 30 days in advance if possible.
  - b.) Any leave used for medical reasons that extends beyond five (5) consecutive days will require a doctor's verification upon return to work.
3. Medical or dental appointments for the employee or dependent. Leave for doctor/dentist appointments should be approved in advance.
4. Quarantine of employee due to exposure to contagious disease.
5. Death, serious injury or illness of an immediate family member.
6. To care for a dependent child or other family member
7. To cover emergency or unplanned situations that make the employee unable to attend work.

- C. Minimum Use Required for PTO leave – Administrators with seven or more years of service must use one half of the PTO earned in each fiscal year. The PTO balance on the last paycheck each June will be reduced by the number of days that have not been taken to meet this requirement.**

Any such reduction will be taken prior to any rollover of unused PTO into the following fiscal year and prior to calculating payments for any unused PTO into the 401A plan as provided in this handbook.

**D. Record of Leave**

1. Leave days must be requested on a leave request form at least two weeks in advance, if possible, and approved by the employee's supervisor.
2. If out unexpectedly, absence must be called in to the supervisor by 9am and upon return to the office, a leave form must be completed for day(s) absent. Use of PTO leave or excused unpaid Leave is subject to approval. Failure to receive approval will be considered unexcused leave.

**E. Limit on Carryover of Accrued Leave and 401A Plan Provisions**

On October 31, 2009, and at the end of each fiscal year following October 31, 2009, leave balances in excess of 480 hours will be paid into a 401A Plan for the employee in accordance with the vesting schedule in section E.

**F. Accrued Leave Payouts**

Leave balances will be paid according to the schedule below:

3 years	25%
4 years	50%
5 years	75%
6 years	100%

1. Payable annually into a 401A Plan when balances exceed 480 hours at the end of the fiscal year.
2. Payable upon termination or retirement into a 401A Plan.
  - 2.1. Must be in good standing with the Association.
  - 2.2. Administrative staff must give a minimum of 30 days written notice.
  - 2.3. Support staff must give a minimum of two weeks written notice.
  - 2.4. Executive Director will be fully vested from the date of hire for the purpose of accrued leave payouts.
  - 2.5. Accrued leave cannot be taken, unless express permission is given by the Executive Director, during the notice period.

**6. Life Insurance**

Each full-time employee is provided life insurance coverage. The amount of coverage and the provider companies will be approved by the Board of Directors.

**7. Tuition Reimbursement Plan**

All full-time employees with 12 months continuous service who wish to further their career development through job-related educational courses are eligible to participate in the tuition reimbursement plan with the approval of the Executive Director. Employees are responsible for payment of all course expenses. After presenting evidence of satisfactory completion of the course (C or better), reimbursement will be made for tuition at the rate of tuition for the In-State rate for the State of Florida's University System, and 100% of registration, lab fees, books and supplies. At time of reimbursement, the employee is also required to sign a 3-year commitment to stay with the

FHSAA after reimbursement. If the employee does not stay, the employee is required to reimburse the FHSAA for any educational expenses previously paid. Variations to this policy may be made at the discretion of the Executive Director.

#### **8. Auto Supplement**

The Executive Director may approve auto benefit salary supplements to professional staff in lieu of assigning staff vehicles. The level of benefit will be determined by the Executive Director.

#### **9. Military Leave**

Full-time employees who are required to serve in a Reserve or National Guard unit for two week training periods will be granted the necessary time off with pay. This service will have no effect on time off for regular paid time off. An unpaid military leave of absence will be granted for the length of service in the Armed Services of the United States.

#### **10. Employee Retirement Plan**

An employee retirement benefit plan is provided for all eligible employees. Please refer to the Plan booklet for specifics.

### **WORKERS' COMPENSATION POLICY**

The FHSAA provides workers' compensation to all employees. This program covers any injury or illness sustained while on the job. Employees shall immediately notify their supervisor and complete an incident report when an injury or accident has occurred. The Comptroller will, in turn, evaluate the necessity for medical treatment, notify the insurance carrier and direct the employee to a medical care facility for treatment.

### **TOBACCO FREE POLICY**

The FHSAA maintains a tobacco-free workplace. The use of tobacco or tobacco-like products is prohibited inside the building and FHSAA owned or leased vehicles at any time. Use of tobacco is restricted to outdoors.

### **DRUG AND ALCOHOL ABUSE POLICY**

The FHSAA provides a drug-free, alcohol-free workplace. To this end, the unlawful manufacture, distribution, dispensation, possession or use of drugs and/or alcohol is prohibited in the workplace.

### **AUTOMOBILE USE POLICY**

#### **1. FHSAA Owned and Leased Automobiles**

- A. FHSAA automobiles may be used only for business related travel.
- B. When using an FHSAA vehicle, users must log in/out mileage.
- C. FHSAA automobiles will be serviced every 3000/3500 miles.
- D. All assigned vehicles should be kept clean and neat by the assigned employee at all times.
- E. Insurance will be provided by the FHSAA.
- F. Any employee who drives an automobile on FHSAA business shall maintain a driving record that is acceptable to FHSAA and its current insurance carrier.
- G. Any employee who drives an FHSAA owned or leased automobile for any FHSAA purpose shall immediately report to the Executive Director any citations for traffic infractions received by said employee or any automobile related accidents involving said employee which occur at any time.

## **2. Use of Personal Vehicle**

- A. Travel for the FHSAA to athletic events and meetings is required to be made in an FHSAA owned or leased vehicle unless authorized by the Executive Director. The use of a vehicle must be arranged with Accounting and requested on the Temporary Duty Elsewhere form. Employees are expected to share vehicles when attending the same event unless otherwise authorized by the Executive Director. The FHSAA van is available for the purpose of transporting equipment and staff to FHSAA events.
- B. Mileage for use of personal vehicle will only be reimbursed if there is not a company vehicle available at the time needed, or if reimbursing for mileage will be less expensive than daily leasing, or if there is not a ride available at the time that match your schedule. Use of your personal vehicle for FHSAA business must be approved **in advance** by the Executive Director.
- C. Mandatory Seat Belt Use – All FHSAA owned, leased or rented vehicles and all personal vehicles operated for FHSAA business shall operate in compliance with all applicable federal, state, or local laws and ordinances. Failure to comply with such laws or ordinances shall be considered improper use of a vehicle and shall subject employees to disciplinary action. All fines and penalties resulting from failure to comply with federal, state or local laws or ordinances are the personal responsibility of the vehicle operator. All seated occupants of an FHSAA owned, leased or rented vehicle and all personal vehicles operated for FHSAA business shall properly utilize the seat belts or occupant restraint system provided. If an accident resulting in injury to an employee occurs and the employee is not utilizing the seat belts or occupant restraint system provided, and the failure to use the seat belts or occupant restraint system provided contribute to injuries received, the employee's workers' compensation benefits may be reduced under the provisions of Section 440.09(4), Florida Statutes.

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

The FHSAA is an equal opportunity employer. It is our policy to hire those applicants who possess the necessary skills, education and experience, regardless of race, color, religion, creed, age, sex, national origin, ancestry, physical ability, marital status or military background.

We will actively seek qualified women and minorities to fill positions within the Association.

### **AMERICANS WITH DISABILITIES ACT**

The FHSAA complies with the Americans with Disabilities Act (ADA) and does not discriminate in the hiring of qualified persons with disabilities.

### **SEXUAL HARASSMENT**

1. It is the policy for the FHSAA to provide a work environment free of sexual harassment. The FHSAA does not condone harassment of any kind and expects all employees to respond immediately when a suspected incident of harassment has occurred. Employees should and are required to report suspected harassment pursuant to Section C of this policy. The FHSAA will take immediate action to investigate the incident, taking into consideration the employee's interest in privacy to the extent reasonably possible. Employees should feel free to report harassment of any kind without the worry of retaliation from the accused or from the FHSAA. It is the responsibility of all employees to assure

that the FHSAA is free from harassment based on gender, age, race, religion, national origin or for any other unlawful discriminatory reason.

2. Sexual harassment refers to behavior which is personally offensive, impairs morale and interferes with the work effectiveness of employees. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is both sexual and offensive in nature. Sexual harassment undermines the employment relationship by creating an intimidating, hostile or offensive work environment.

Examples of prohibited practices include:

- A. Inappropriate behavior or language that results in a hostile work environment;
  - B. Requiring submission to sexual harassment or sexual advances as either an explicit or implicit term of employment;
  - C. Basing employment or promotional decisions on submission to or rejection of sexual harassment;
  - D. Jokes, threats, whistling or suggestive noises with sexual content or implication.
  - E. Non-verbal conduct or expression such as written messages, e-mail, calendars, posters or obscene gestures.
3. Complaints of harassment of any type will be handled through the FHSAA's complaint-handling policy which provides several options by which an employee may initiate action on a job-related complaint. The employee should and is required to notify one of the following persons who are the next higher in the chain of command above the alleged harassed:
    - A. The employee's immediate supervisor.
    - B. The next higher level of management above the immediate supervisor.
    - C. The Executive Director of the FHSAA, or
    - D. The Board president of the FHSAA.
  4. All complaints will be investigated confidentially and promptly resolved. In the event it is determined that sexual harassment has occurred, appropriate action, up to and including dismissal will be taken.

#### **TELECOMMUNICATIONS POLICY**

Telephones, voice mail systems, and computers, including electronic mail systems (e-mail) are provided for business use, and the excessive personal use of these devices is prohibited. Communication through these devices is subject to monitoring by the FHSAA and the use of discriminatory, hostile, suggestive or otherwise inappropriate language is strictly prohibited.

#### **ANTI-NEPOTISM POLICY**

Close relatives of current employees are not eligible for employment by the Association. Close relative shall be defined as husband, wife, father, mother, brother, sister, son, daughter or in-law.

## DISCIPLINE

The purpose of discipline is corrective, not punitive. The following steps are intended for use as a guide. Certain infractions or violation of these policies and procedures may warrant immediate suspension or immediate termination. Violation of company policies may result in one of the following forms of corrective actions, including but not limited to: discharge, suspension, oral and/or written warnings. In arriving at a decision for proper action, the following may be considered: seriousness of the violation, past record of the employee and the circumstances surrounding the matter.

### **Violations of Policies or Procedures**

#### **Step 1. First Offense – Verbal Warning**

Often a verbal warning clarifies misunderstood directions, eliminates certain assumptions and resolves any conflicts which may exist. Verbal warnings should always be conducted in private. The supervisor should explain, clearly and concisely, the purpose of the meeting. The employee must be permitted ample time to discuss/refute what has been said.

#### **Step 2. Second Offense – Written Warning**

If the same infraction should occur following a verbal warning, or if the infraction is of a very serious nature, the employee should be issued a written warning. The written warning should include a statement of what occurred, who was involved, when and where the infraction took place and why it warrants disciplinary action. Employees must sign the written warning, indicating that they have read the warning and understand its contents. Employees should be given a copy of the warning and told that a copy will be placed in their personnel file.

#### **Step 3. Third Offense – Written Warning**

Depending on the nature of the infraction, a third occurrence may result in a second written warning or more severe discipline, including termination. Should this happen, the guidelines described under Step 2 above will apply.

#### **Step 4. Fourth Offence – Termination.**

Following a verbal warning, written warning(s), or suspension, an employee may be terminated for repeat of the same infraction. This is termination for cause and the employee is not eligible for rehire or termination benefits. A written statement summarizing the termination should be prepared by the supervisor and placed in the employee's file and a copy given to the employee.

### **Suspension or Termination for Disciplinary Purposes**

Under certain circumstances, a single infraction may be determined by the Executive Director to be serious enough to warrant an immediate suspension or termination. In this instance, steps 1 through 4 above would not apply. The employee must be informed, during a private session, of the reason for the suspension and be made aware of the seriousness of the situation or the reason for termination. A statement summary of the meeting should be written and placed in the employee's personnel file. This is termination for cause and the employee is not eligible for rehire or termination benefits. A copy should also be provided to the employee.

Suspensions will usually be for a duration of from one to five working days, depending on the seriousness of the infraction.



### **Causes for Disciplinary Action**

Acts for which disciplinary action may be taken include, but are not limited to, the following:

- Habitual/excessive tardiness
- Habitual/excessive absenteeism
- Unexcused absences
- Insubordination
- Falsification of records
- Theft
- Threats and/or actual acts of physical violence
- Violation of known company policies
- Destruction/abuse of company property
- Possession and/or use of alcohol and/or controlled substances during working hours
- Profanity directed at another employee, a representative of a member school or at the general public
- Harassment of another employee
- Violation of Sexual Harassment Policy

### **TERMINATION**

There are two types of termination, voluntary and involuntary.

#### **Voluntary Termination**

A voluntary termination occurs when an employee resigns or retires from the FHSAA at his/her request. Proper notification is defined as two week for non-exempt employees and thirty (30) days for exempt employees.

An employee who fails to report to work for three consecutive days will be considered to have voluntarily terminated.

An employee who accumulates three days of unexcused leave during the fiscal year may be considered voluntarily terminated.

An employee who fails to return to work at the end of a leave of absence will be considered to have voluntarily terminated.

On an employee's retirement date, the employee shall be eligible for terminal pay, or his/her beneficiary shall be paid if service is terminated by death. Terminal pay shall be paid in accordance with Employee Benefits policy 5F "Accrued Leave Payouts". If service is terminated by death, the employee's beneficiary shall be paid any eligible terminal benefits.

#### **Involuntary Termination**

Involuntary termination is a separation from employment that occurs without request by the employee. The FHSAA may terminate an employee at any time so long as there is no violation of applicable federal

or state law. Refer to Discipline section for additional information.

## **BOARD OF DIRECTORS GOVERNANCE AND OPERATIONS**

The Board of Directors of the Florida High School Athletic association is the governing body of the Association as defined by the Florida High School Associations Bylaws.

### **1. Travel Policy**

- A. Board members are authorized to receive reimbursement for travel to and from regularly scheduled board meeting and special meetings as called by the Board President.
- B. Board members shall receive the same per diem approved for administrative staff.
- C. Board members shall be reimbursed for map and vicinity mileage at the current State of Florida rate. Where estimated mileage costs exceed the cost of a daily rental vehicle, the reimbursement will be capped at the lower of the two options. Where estimated mileage costs exceed the cost of airfare, the reimbursement will be capped at the lower of the two options.
- D. The President and Vice President and Committee chairman are authorized to travel as representatives of the Board and their expenses will be reimbursed.
- E. Board members will be reimbursed for travel to FHSAA state series contests and other travel associated with their official board member responsibilities.
- F. All other travel for Board members shall be authorized by the Board.
- G. Travel to National Federation Summer Conferences:  
A maximum of five (5) Board members may receive travel reimbursement for attending the National Federation Summer Conference each year. Each Board member should get the opportunity to attend one National meeting during their three year term of office. To be eligible to attend a National Federation Summer meeting, the Board member's term must not expire during the summer of the meeting.

In the event the budget for the summer meeting is not sufficient to grant travel approval to all Board members expressing interest in attending, the following criteria will be used to limit the number attending:

- The Board President and President-Elect will get priority over all other members
- Those who have not attended a meeting during their present term shall get priority over members who have previously attended, with exception of the President and President-Elect.
- Of those who have not attended, seniority on the Board will be given priority
- The remaining number of members that can travel within the budget shall be decided upon by the incoming Board President and will be based upon a fair representation of the Board. For example, consideration may be given to geographic representation and public/private representation.

### **2. Communication Procedures**

- A. Board members should make specific requests of individual staff members only when acting as

the school representative. All other requests should be made through the Executive Director who is responsible for the daily management and operation of the Association. The Executive Director will, if appropriate, direct staff to develop an answer to be communicated through the Executive Director to all Board members.

- B. Board members should not communicate directly with the Association's attorney. Any such communication should be directed through the President of the Association or the Executive Director of the Association who will determine whether it is necessary for an attorney's opinion on the question raised and if so, will communicate such request to the association's attorney.

### **3. Board Member Deportment**

- A. Board members are expected to cooperate with each other and with FHSAA staff in discharge of their duties. An atmosphere of mutual respect and cooperation should be maintained.
- B. Board members are expected to be dressed in accordance with the business being conducted and the circumstances of their attendance.
- C. Board members have established a policy for athletes, coaches and officials that prohibit the use of alcohol, tobacco-like products during interscholastic athletic completion. Board members are expected to follow the same rules and regulations expected of coaches and student athletes.

### **4. Awards and Recognition**

- A. Each Board member shall receive a Board of Director's portfolio, notebook and a FHSAA lapel pin.
- B. Annually each Board member shall receive a FHSAA shirt.
- C. At the conclusion of a Board member's term of office, the Board member shall receive a plaque and lifetime pass to any and all FHSAA sponsored activities, including post-season competitions.
- D. Following completion of the term of office, the President shall receive a commemorative gavel and plaque for service rendered to the Board.

### **5. Conflict of Interest Declaration**

A member of the FHSAA Board of Directors (member) **MUST ABSTAIN** from voting on a measure which inures to his or her individual private gain or loss. Each member is also prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal by whom he or she is employed (including the parent organization or subsidiary of a corporate principal by which he or she is employed); to the individual private gain or loss of a relative; or to the individual private gain or loss of a business associate.

For purposes of this declaration, a "relative" includes the member's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the member as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

In addition to abstaining from voting in the situations described above, a member must disclose the conflict **PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of their interest in the measure on which they are abstaining from voting. The member must complete and file a Disclosure of Conflict of Interest Form with the Executive Director of the FHSAA for recording in the minutes of the meeting.