BOOKSTORE
This self-service facility has a wide variety of books and office supplies. Employees receive a 10% discount.

CREDIT UNION
Monroe County Teacher’s Credit Union is a full service institution offering checking and savings accounts, and loans through payroll deduction.

DIRECT DEPOSIT
Direct Deposit is encouraged and available to any bank or credit union.

POOL & TENNIS COURTS
Employees can use the pool facility during Fitness Swim hours free of charge. The tennis courts are open 7 days a week, and can be used anytime except during class hours.

THE THEATRE
The theatre at the College’s Tennessee Williams Fine Arts Center offers a broad spectrum of music, art, and drama presentations throughout the year.

LIBRARY
The FKCC Library is a Federal Depository Library. It contains 28,000 books, 300 periodicals, and online access to holdings of 4,000 libraries internationally. Employees may check out books and use the library resources during hours of operation.

CAREER CENTER
Services are available for students and staff on career planning and college choices. College catalogs, brochures, career publications and CHOICES career software are some of the resources available.

FLORIDA ASSOCIATION of COMMUNITY COLLEGES (FACC) FACC is an organization that has been working for over forty years to provide support to the dedicated individuals who make Florida’s community colleges an effective and vital part of the education system. FACC’s main goals are to form a strong information network, have high visible presence in the legislative arena, and provide opportunity for professional development. Annual dues entitle you to become a member of FACC.

The William A. Seeker Campus in Key West, Florida
Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College’s Equity Coordinator, Joanne Dinkel, Human Resources, 5901 College Road, Key West, Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

Our summary of benefits does not imply an offer of employment. Benefits are subject to change without notice. Questions concerning employee benefits should be directed to the Office of Human Resources.
MEDICAL  
FKCC offers full-time employees a choice of Medical/Prescription coverages or a Dental, Vision, Hospital Indemnity Plan. The College pays the full cost for the employee. Spouse/Family coverage is available at a group rate through payroll deduction.

DENTAL  
Voluntary dental insurance is offered through payroll deduction. The plan offers the flexibility to see any dentist you or your family desires and still receive comprehensive dental benefits.

LIFE INSURANCE  
The College provides each employee with term life insurance payable to a beneficiary at the rate of one times (1x) the employee’s annual salary rounded to the next highest thousand dollars. Accidental Death and Dismemberment is provided at one times the employee’s annual salary rounded to the next highest thousand dollars, maximum of $50,000.

SUPPLEMENTAL HEALTH INSURANCE  
Supplemental Health Insurance including Hospital Income Protection, Accident and Disability Income, Cancer & Critical Illness plans are available through payroll deduction.

SHORT TERM DISABILITY INSURANCE  
Short Term Disability is available through payroll deduction. Disability insurance replaces a portion of your income and helps provide financial security when you are unable to earn a paycheck.

SECTION 125  
Section 125 or a Premium Only Plan is an employee benefit program permitted through certain provisions of Section 125 of the Internal Revenue Code. IRC sec. 125 provides for tax-free treatment of employee premium contributions to certain employer-sponsored insurance plans. The benefits plans included in the College’s Section 125 are Health & Dental Insurance, Short Term Disability & Cancer Insurance. As a result, employees’ taxable incomes are lowered.

TAX SHELTERED SAVINGS PROGRAMS  
Tax sheltered annuity and custodial account programs are available with various companies through payroll deduction.

WORKERS’ COMPENSATION  
College employees are entitled to compensation for occupationally incurred illnesses and injuries. All injuries, requiring medical attention or not, should be reported immediately to Human Resources. The Employee Assistance Program is available to all employees and their eligible dependents, including domestic partners. This is a free, confidential counseling program available at the Care Center for Mental Health. Counseling is available for stress, depression, family issues and other human problems. Call the Care Center directly at 305-292-6843 in Key West, 305-434-9000 in Marathon or 305-853-3284 in Tavernier.

Paid Holidays  
The following holidays are observed by FKCC:

- New Year’s Day
- Martin Luther King Jr.
- President’s Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The days for Spring Break and Winter Break are determined each year based on the academic calendar.

FLORIDA RETIREMENT SYSTEM  
FKCC full-time and part-time employees in a regularly established position participate in the Florida Retirement System (FRS). The College contributes the current retirement percentage of the individual’s salary. Employees may choose the Pension Plan or the Investment Plan.

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Nontaxable annuity and custodial account programs are available through payroll deduction.

VACATION LEAVE  
Vacation leave is earned at the rate of one paid vacation day per month of service, up to a maximum of 20 paid vacation days. Unused paid vacation days carry forward from year to year. Accumulated paid vacation days do not exceed 40 at any time.

CAREER  
Accrue 83 - 1.25 days per month, depending upon the number of years of Florida Community College full-time service. Maximum accumulation is 35 days.

PROFESSIONAL SPECIALISTS/ADMINISTRATORS  
Accrue 15 days per year regardless of years of service. Maximum accumulation is 35 days.

UPPER LEVEL ADMINISTRATION  
Accrue 20 days per year regardless of years of service. Maximum accumulation is 35 days.

SICK LEAVE  
Accrue one day of service per month regardless of years of service. Sick Leave may be accumulated from year to year without limit. Sick leave may also be used for illness or death of an immediate member of the family or household or other close relative, including domestic partners. Full-time personnel are entitled to four personal leave days during each fiscal year, which is charged to unused sick leave. Personal leave days do not carry over from year to year.

SICK LEAVE POOL  
The Sick Leave Pool provides additional leave in cases of prolonged absence due to illness or disability, after all available sick leave has been exhausted. One year of continuous full-time employment and a balance of 7 sick leave days are required to join. One day is donated to join. Participation is voluntary.

COURT DUTY  
An employee called to serve on a jury panel or subpoenaed, as a witness on a criminal or civil case will be granted leave with pay.

MILITARY LEAVE  
Members of a Reserve Military Unit or a Florida National Guard Unit will receive regular pay for required military service up to a determined number of days.

FAMILY LEAVE  
Employees with one year and at least 1,250 hours of FKCC service are entitled to up to 12 weeks unpaid family leave for the birth of a child, or serious illness for themselves or a family member. Family leave provides for job protection and continuation of accumulated service.

PROFESSIONAL LEAVE  
Professional leave with pay may be granted to a faculty member or administrator to engage in activities which are beneficial to the employee and the College. Employees with 5 years of continuous full-time service at FKCC are eligible.

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