



Lake Sumter
State College

STUDENT LEADERSHIP & EMPLOYMENT HANDBOOK

► **Guide for a successful *flight***

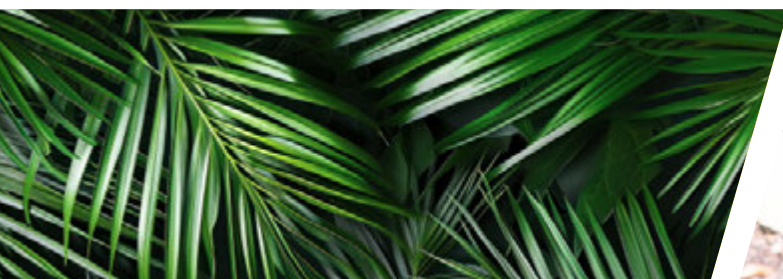




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WELCOME



Congratulations on your decision to take an active leadership role at Lake-Sumter State College! Whether you're serving as a student employee, student organization officer, peer leader, or another student leadership capacity, we're excited to be part of this important step in your college journey.

At Lake-Sumter State College, we know that learning extends far beyond the classroom. The experiences you gain through leadership, service, employment, and campus involvement play a vital role in your personal and professional growth. These opportunities allow you to develop the skills employers value most, including communication, teamwork, problem-solving, adaptability, professionalism, and time management.

Every interaction, project, event, and challenge is an opportunity to learn, grow, and build confidence. By stepping into leadership roles, you are not only contributing to the success of our college community but also preparing yourself to thrive in your future career and as a leader in your community.

As you begin this experience, I encourage you to embrace every opportunity to learn, serve, and make meaningful connections. Ask questions, seek new challenges, and take advantage of the support offered by our faculty, staff, and fellow students. The relationships you build and the lessons you learn during your time at Lake-Sumter State College will help shape your future long after graduation.

We believe in your potential and are proud to have you representing Lake-Sumter State College. I look forward to seeing how you grow as a leader, what you accomplish during your time here, and the positive impact you will make both on our campuses and beyond.

With Lakehawk Pride,

John Temple
President



STUDENT LEADERSHIP & EMPLOYMENT OPPORTUNITIES

Internship Opportunities

[Link](#)

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting, allowing you to gain valuable applied experience and make connections. Learn about the different forms of internships [here](#).

Job Placement Resources

[Link](#)

There are jobs where you work to pay the bills, and then there are jobs where you work to build your career. A successful job search involves more than just searching for open positions on a job site. Creating a job search plan using four simple steps will not only help you find that great career-building job, but it will also help you manage your career long-term.

- Handshake – [Link](#)
-many more job search engines – [Link](#)



Lake Sumter State College Foundation

[Link](#)

Since 1980, the Lake-Sumter State College Foundation, Inc. has helped individuals, businesses, and organizations support Lake-Sumter State College's ambitious mission. The LSSC Foundation is a 501(c)(3) non-profit organization that provides financial support to Lake-Sumter State College through student scholarships and support of projects and priorities.

Through the generosity of supporters of Lake-Sumter State College, the Foundation awards over \$1,000,000 in scholarships each year to students attending LSSC. All LSSC students with a 2.0 GPA or above are encouraged to apply. The amount and number awarded vary yearly based on available funding.

For more information about the LSSC Foundation, Inc., contact the Foundation at www.lssc.edu/foundation or (352) 365-3518.





STUDENT LEADERSHIP & EMPLOYMENT OPPORTUNITIES

Ambassadors

Through the Ambassador program, the College aims to build leadership skills, promote civic engagement, and facilitate collaboration between student leaders from various backgrounds and programs. This scholarship program serves to enhance the educational experience and strengthen the overall campus culture at Lake-Sumter State College.

To be selected as a LSSC Student Ambassador is an honor and an opportunity for personal and professional growth. Students who are selected as Ambassadors should possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of pride for LSSC and their community.

LSSC Ambassadors are student representatives of Lake-Sumter State College. They enjoy unique leadership opportunities and special advantages for personal enrichment and development. Ambassadors are expected to conduct themselves as campus leaders, exhibiting the behavior expected of a college representative. Students should exhibit a service-oriented attitude, a desire to meet and greet campus visitors, and a willingness to assist campus guests and other persons interested in LSSC. Personal grooming, attitude, habits, and speaking ability should be of the highest caliber.

Ambassadors are offered special opportunities to explore their leadership and service potentials through an accelerated personal development program. Ambassadors serve in a variety of capacities and participate in training opportunities unique to the community college setting.

Ambassador Programs

- LSSC Foundation
- Athletics

Duties & Responsibilities

- Each supervising department will create an agreement that outlines the roles and responsibilities of the ambassador.
- The allocation of scholarships for students will be determined based on their level of engagement and contributions to their respective roles.
- Scholarships will be awarded at the beginning of the semester in the amounts of \$800, \$1,200 or \$1,600 per semester.

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18

Ongoing Professional Development

- Ambassadors may participate in professional development opportunities throughout employment alongside other student employees
- Supervisor will complete ongoing performance reviews and mentoring
- Supervisor and student employee complete a formal review at the end of each semester



STUDENT LEADERSHIP & EMPLOYMENT OPPORTUNITIES

Student Government Association (SGA) Officers

The College will recognize and reward outstanding student leaders who demonstrate exemplary dedication, initiative, and impact within the campus community while fostering a leadership and service excellence culture among their peers.

Student Government Associations

- Leesburg Campus
- South Lake Campus

Duties and Responsibilities

- The SGA Constitution and each board establishes the specific responsibilities of each officer position
 - Generally, SGA Officers are responsible for:
 - Representing and advocating for their fellow students,
 - Attending SGA-sponsored events or programs on campus regularly and encouraging student participation,
 - Mentoring and supporting other members of SGA and student clubs,
 - Ensuring sound financial management of student activity funds,
 - Facilitating open communication between students and the SGA,
 - Participating in the feedback process for student services, policies, and resource decisions.
- Student scholarships will be allocated at the beginning of each fall and spring semester after appointments and roles are confirmed with the advisor.
- Scholarships are applied to tuition and fees in two payments, one per semester, not to exceed the listed amount:
 - SGA President – up to \$1,600 per semester
 - SGA Officers – up to \$800 or \$1,200 per semester (as determined by the advisor based on the role)

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18
- * SGA Officers and FCSSA Club Leaders are welcome to apply for and accept on-campus jobs in departments outside of the Student Engagement Office. However, during their term in office, they are not eligible to work within the Student Engagement Office. This restriction is in place to maintain fairness and transparency across all campus job opportunities.

Ongoing Professional Development

- SGA officers can participate in professional development opportunities throughout their term, alongside other student employees. Advisors will meet regularly with SGA officers for mentoring, support, guidance, and professional development

Get Involved with Student Government

Interested in getting involved with SGA at the campus level? SGA Campus Boards provide students with opportunities to develop leadership skills, represent their peers, and make a positive impact on their campus community.

For more information about joining your campus SGA Board, contact the Director of Student Leadership and Development, Chris McGuire, at McGuireC@LSSC.edu.



STUDENT LEADERSHIP & EMPLOYMENT OPPORTUNITIES

Collegewide SGA Executive Board Officers

Responsibilities of Officers

Executive President

The President of the Collegewide SGA Executive Board at Lake-Sumter State College serves as the chief executive officer of the student body. This role is responsible for overseeing all Student Government functions, ensuring that the organization effectively represents and advocates for the interests of students. The President provides leadership, fosters student engagement, and works collaboratively with college administration, faculty, and staff to enhance the student experience.

Executive Vice President

The Vice President of the Collegewide SGA Executive Board at Lake-Sumter State College serves as the second-in-command to the President and provides critical oversight and support in all Student Government functions. This role ensures the smooth operation of SGA initiatives, assists in leadership responsibilities, and steps in as acting President when necessary. The Vice President fosters student engagement, supports the Executive Board, and works collaboratively with college administration and student organizations.

Executive Secretary

The Secretary of the Collegewide SGA Executive Board at Lake-Sumter State College is a vital member of the Executive Board, responsible for maintaining clear communication and efficient organization within the SGA. This individual will be tasked with documenting and tracking all SGA meetings, assisting with correspondence, and maintaining important records to ensure that the SGA operates smoothly and effectively.

Executive Chief Financial Officer

The Chief Financial Officer (CFO) of the Collegewide SGA Executive Board at Lake-Sumter State College is responsible for managing and overseeing all financial aspects of SGA operations. This role ensures the proper allocation and use

of student government funds, supports the President and Executive Board in budget-related decisions, and upholds financial transparency and accountability. The CFO plays a vital role in ensuring that SGA resources are used efficiently to support student initiatives, events, and activities.

Executive Director Public Relations (PR)

The Director of Public Relations (PR) for the Collegewide SGA Executive Board at Lake-Sumter State College is responsible for managing the public image, communication, and outreach efforts of SGA. This role ensures that students are informed about SGA initiatives, events, and opportunities through various media platforms. The Director of PR works closely with the Executive Board to promote student engagement, increase campus involvement, and maintain a strong presence within the college community.

Collegewide SGA Executive Board Officers Scholarships:

- Scholarships are applied to tuition and fees in two payments, one per semester, not to exceed the listed amount:
 - Executive President – up to \$1,800 per semester
 - Executive Vice President – up to \$1,600 per semester
 - Executive Secretary – up to \$1,400 per semester
 - Executive Chief Financial Officer - up to \$1,200 per semester
 - Executive Director of Public Relations – up to \$1,200 per semester
 - Executive Campus Director LE – up to \$1,000 per semester
 - Executive Campus Director SL – up to \$1,000 per semester



STUDENT LEADERSHIP & EMPLOYMENT OPPORTUNITIES

Dual Enrollment Student Senators

Recognizing the contributions of dual-enrolled students on campus life, each Student Government Association will select one Dual Enrollment Student Senator to work in collaboration with the SGA Officers.

One Dual Enrollment Student Senator will be selected for the Leesburg SGA and South Lake SGA for a total of two positions.

Duties and Responsibilities

- Advocating for fellow students during general SGA meetings, ensuring their current issues, concerns, or suggestions are recognized and addressed.
- Regular attendance at all SGA meetings held on their respective campus.
- Conducting informal surveys among dual enrollment students to gather their concerns and present them to the SGA Executive Board for consideration.
- Provides updates to dual enrollment students regarding actions taken on their behalf.
- Attend SGA-sponsored events or programs on campus regularly and offer feedback to the SGA Executive Board, specifically addressing the impact of these events from the perspective of the dual enrollment students.
- Assisting in the marketing and promoting of events and programs beneficial to the dual enrollment population at LSSC.

Selection Process

- After a nominations process, nominees will have an opportunity to speak briefly about their interest in the role at an SGA meeting.
- At a subsequent meeting, the SGA President will oversee a vote to select the Dual Enrollment Student Senator.

Eligibility

- High school student enrolled in LSSC as a dual enrollment student

Ongoing Professional Development

- Dual enrollment student senators can participate in professional development opportunities throughout their term, alongside other student employees and SGA Officers
- Advisors will meet regularly with senators for mentoring, support, and guidance

Special Considerations

- This role is not compensated
- This role is not eligible for SGA travel funding
- SGA office hours are not required for this position
- Upon graduation from high school, students who continue their enrollment with LSSC will become eligible for SGA Officer roles



STUDENT LEADERSHIP & EMPLOYMENT OPPORTUNITIES

FCSAA Affiliated Club Officers

The College will recognize and reward outstanding student leaders who demonstrate exemplary dedication, initiative, and impact within the campus community while fostering a culture of leadership and service excellence among their peers.

FCSAA Affiliated Clubs include the Odyssey, The Angler, and others.

Duties and Responsibilities

- FCSAA and the club's constitution establishes the roles and responsibilities of each officer
- Generally, SGA Officers are responsible for:
 - Representing and advocating for their fellow students,
 - Attending SGA- and club-sponsored events or programs on campus regularly and encouraging student participation,
 - Mentoring and supporting other members of the organization,
 - Ensuring sound financial management of club funds,
 - Participating in the feedback process for decisions related to student services, policies, and resources.
- Student scholarships will be allocated at the beginning of each fall and spring semester after appointments and roles are confirmed with the advisor.
- Scholarships will be awarded at the beginning of the semester up to \$800 per semester

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18
- * SGA Officers and FCSSA Club Leaders are welcome to apply for and accept on-campus jobs in departments outside of the Student Engagement Office. However, during their term in office, they are not eligible to work within the Student Engagement Office. This restriction is in place to maintain fairness and transparency across all campus job opportunities.

Ongoing Professional Development

- FCSAA-affiliated club officers can participate in professional development opportunities throughout their term alongside other student employees and SGA Officers
- Advisors will meet regularly with officers for mentoring, support, and guidance



INTRODUCTION

We're Delighted You're Here

Welcome to the Lakehawk Student Employee Handbook! We're delighted to have you here and excited to guide you through this essential resource designed to enhance your experience within Lake Sumter State College.

Think of our Employee Handbook as your compass, providing direction and clarity on the policies, procedures, and expectations that shape our workplace culture. This handbook is your go-to reference.

Here's how to make the most out of your journey through the Employee Handbook:

- 1. Get Acquainted:** Take some time to familiarize yourself with the layout and structure of the handbook. You'll find it organized logically, with sections dedicated to various aspects of our workplace environment.
- 2. Understand Policies and Procedures:** Dive into the policies and procedures relevant to your role and responsibilities. From attendance guidelines to code of conduct, our handbook outlines the standards we uphold to maintain a positive and productive work environment.
- 3. Clarify Expectations:** Gain clarity on what is expected of you as an employee. Whether it's regarding performance evaluations, dress code, or communication protocols, understanding expectations fosters accountability and mutual respect.
- 4. Access Resources:** The handbook serves as a valuable resource hub. If you need to know whom to contact for support, where to find forms, or whom to reach out to for specific inquiries, you'll find that information here.
- 5. Stay Updated:** Our policies and procedures may evolve over time to adapt to changing circumstances. We encourage you to stay informed about updates and revisions to the handbook to ensure compliance and alignment with our organizational goals.
- 6. Ask Questions:** Don't hesitate to reach out if you have any questions or need clarification on any policies or procedures outlined in the handbook. Your supervisors, CDS department, and colleagues are here to support you along the way.

Remember, the Lakehawk Employee Handbook is more than just a document – it's a reflection of our commitment to fostering a respectful, inclusive, and fulfilling workplace culture. By embracing its principles and guidelines, you contribute to creating a positive work environment where everyone can thrive.



Lake Sumter
State College



WELCOME

Here's How to Make the Most of Your Journey

Welcome to the Student Leadership and Employment Handbook! We are delighted to have you here and excited to support you as you begin or continue your leadership journey at Lake-Sumter State College.

This handbook serves as your comprehensive guide to the opportunities, expectations, and resources available to student leaders and student employees. Think of it as your roadmap for success, providing the information, direction, and clarity you need to thrive in your role while contributing to the college community.

As a student leader or student employee, you represent Lake-Sumter State College both on and off campus. The experiences you gain through leadership and employment extend far beyond your daily responsibilities. They provide valuable opportunities to develop the professional skills, confidence, and character that employers seek in today's workforce.

Throughout your experience, you will strengthen essential leadership competencies such as communication, teamwork, problem-solving, professionalism, adaptability, ethical decision-making, and customer service. You will learn how to collaborate with diverse groups, manage responsibilities effectively, take initiative, and serve as a positive role model for your peers. These experiences prepare you not only for success at Lake-Sumter State College but also for your future career and lifelong personal growth.

This handbook outlines the policies, procedures, expectations, and standards that create a positive, respectful, and inclusive work environment. It also highlights the many opportunities available for leadership development, professional growth, campus involvement, and career readiness. Whether you are leading an organization, working in a campus office, mentoring fellow students, or supporting college events, your contributions make a meaningful impact on our campus community.

We encourage you to use this handbook as your go-to reference throughout your time at the college. Return to it whenever you have questions about your responsibilities, workplace expectations, professional conduct, or available resources. The knowledge and experiences you gain through your leadership and employment will help you build a strong foundation for future internships, careers, graduate education, and community engagement.

Thank you for choosing to invest your time and talents in serving Lake-Sumter State College. We are excited to partner with you as you develop your leadership potential, prepare for your future career, and make a lasting difference in the lives of others. We look forward to celebrating your growth, accomplishments, and success throughout your journey.





WHO WE ARE

AND LSSC'S STRATEGIC PRIORITIES & GOALS

Vision, Mission, and Values

[Link](#)

OUR VISION

Be the community's college of choice for quality education and career training

OUR MISSION

Transforming lives and futures throughout our community

OUR VALUES

- Care
- Communicate
- Collaborate
- Celebrate



Accreditation

[Link](#)

Lake-Sumter State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees.



WHO WE ARE

AND LSSC'S STRATEGIC PRIORITIES & GOALS

Strategic Plan 2026 – 2031

[Link](#)

LSSC's Strategic Plan for 2026 to 2031 outlines four strategic priorities: Access, Workforce Readiness, Student Learning & Success, Learning & Work Environment.

Access

- Explore and expand flexible program modalities (including hyflex)
- Maintain affordability and cost transparency
- Deliver a customer service focused enrollment experience
- Provide a strong, data-informed regional presence

Workforce Readiness

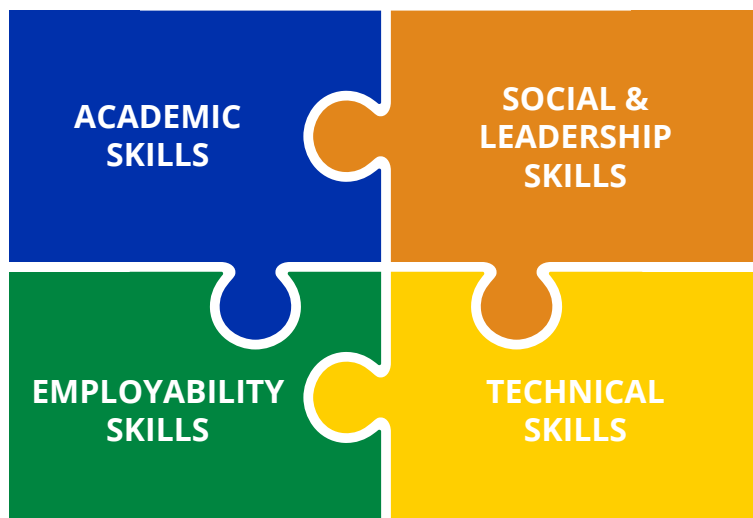
- Strengthen employer and community partnerships
- Develop skills for high-paying, in-demand jobs
- Expand internships and applied learning opportunities
- Improve and accelerate job placement
- Prepare students to contribute to the workforce and community impact

Student Learning & Success

- Increase retention and completion rates
- Improve foundational learning, starting with math success
- Expand credentials and industry certifications
- Align learning with student goals and career readiness
- Provide coordinated, holistic student support

Learning & Work Environment

- Build a strong, purpose-driven culture
- Focus on People, Process, Place, and Program to support excellence
- Foster belonging, engagement, and collaboration
- Support professional and personal growth through development opportunities
- Encourage participation in professional development aligned to employee's career path





LSSC BASICS

Campus Locations

[Link](#)

Leesburg Campus



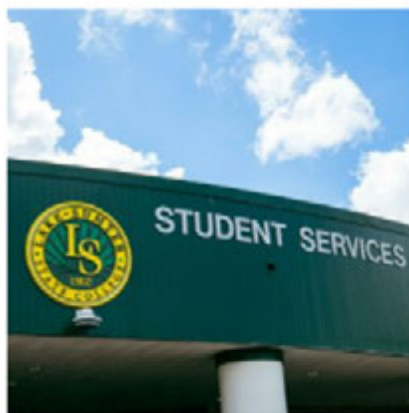
9501 U.S. Highway 441
Leesburg, FL 34788

South Lake Campus



1250 N. Hancock Rd.
Clermont, FL 34711

Sumter Center



1423 County Road 526A
Sumterville, FL 33585

Four Corners



16744 Cagan Crossings Blvd.
Clermont, FL 34714



LSSC BASICS

LSSC ID Cards

[Policy Link](#)



Lake-Sumter State College will issue a valid photo identification card to all current students, employees, and vendors/contractors to verify their status and allow access to college facilities or services. All employees are required to visibly display their identification card at all times while at any College facility or College event.

Photo Identification Cards are produced by the Office of

Campus Safety and are initially provided at no cost. All Photo Identification Cards are the property of the College and the holder of the ID card is responsible for the proper care and use of the card.

Leesburg Campus

8:00 am – 4:30 pm, Monday – Friday

Campus Safety Office

Student Services Building, Suite 144

Phone No. (352) 516-3795

South Lake Campus

8:00 am – 4:30 pm, Monday – Friday

Campus Safety Office

Building 2, Main Lobby

Phone No. (352) 516-5074

Sumter Center

8:00 am – 4:30 pm, Monday – Friday

Campus Safety Office

Clark Maxwell Building (Bldg. 4), Main Lobby

Phone No. (352) 303-7296

Parking Decal

[Policy Link](#)

Parking and traffic regulations have been established by the College and are enforced on all campuses (except Four Corners where parking and roadways are public). All vehicles parking on LSSC campuses must display a current parking permit. Parking permits give holders the privilege of parking on campus but do not guarantee the holder a parking space.

To obtain a parking permit, complete the parking permit form located in the Employee Links card on myLSSC. Once you have applied, bring your vehicle registration to any Campus Safety office and receive your decal.

The College will assume no responsibility or liability for loss of contents, or damage, ticketing, towing or booting of any vehicle while operated or parked on property used for the purposes of LSSC. Students, faculty and staff are required to observe all parking and traffic regulations as a condition of their attendance and/or employment at the College.

Help Desk

[Policy Link](#)

The LSSC Helpdesk is a centralized point of contact for faculty, staff, and students to request assistance from various service departments of the college, such as Facilities, IT, Marketing, etc. The Helpdesk Administrator is responsible for triaging request tickets, calls, and emails, and determining where each request should be forwarded in a timely manner. The Helpdesk uses a ticketing system, to capture and manage requests for assistance.

The Helpdesk can be contacted via email at HelpDesk@lssc.edu and is open Monday – Friday from 8:00 am – 4:30 pm. The Helpdesk can also be reached at (352) 365-3505. REMOTE – All PC support can be reached by using Microsoft Teams during work hours.



LSSC BASICS

Professional Attire

Policy Link

Employees are the most important representation of the Lake-Sumter State College and contribute to the College image and reputation. Professional appearance is essential to a favorable impression with students, families, and the LSSC community.

During business hours or when representing LSSC in person or virtually, employees are required to present a clean, neat, professional appearance that is appropriate to the day's activities, safe for the work being performed, and appropriate for the season and the weather for those working in outside conditions.

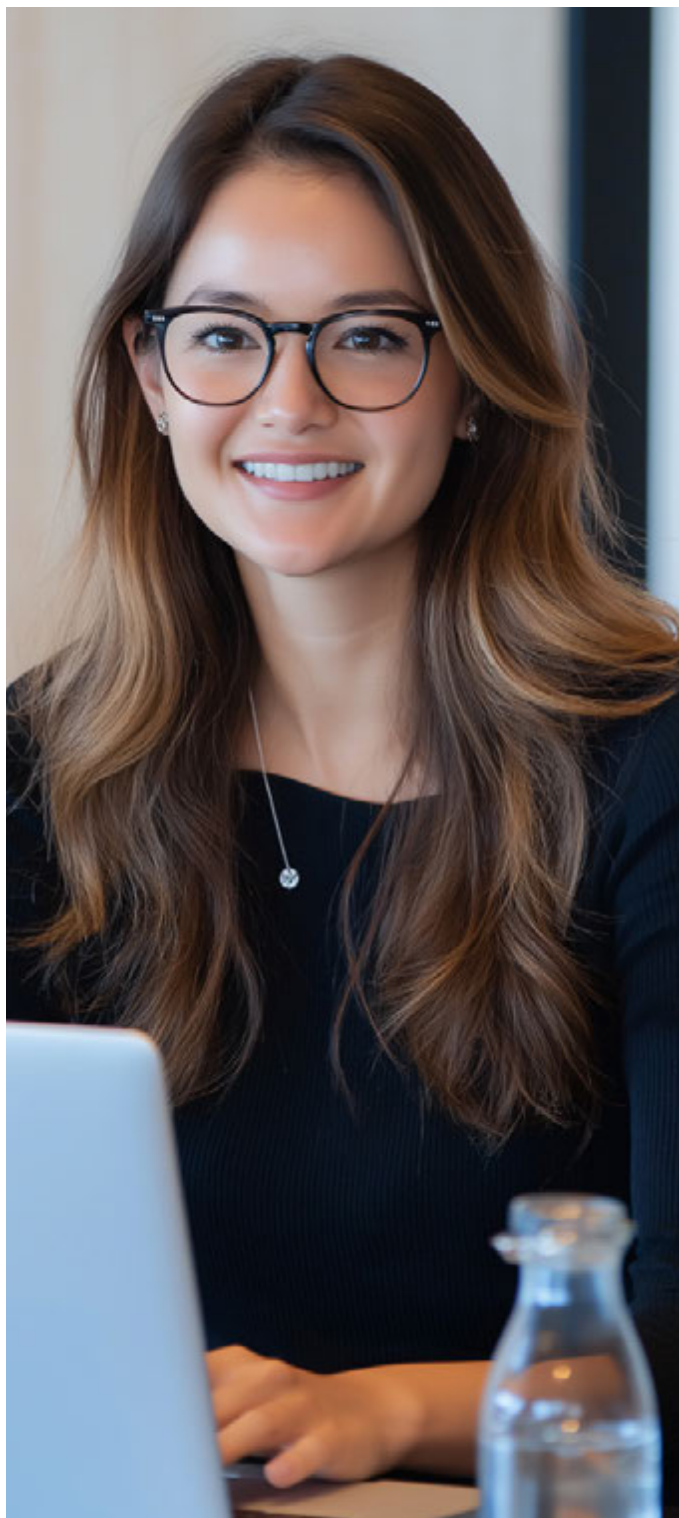
Appropriate attire may vary by department depending on working conditions and environment. Please consult with your immediate supervisor to clarify expectations.

What is considered business casual?

- Collared/button-up shirt
- Blouse
- Khakis or slacks
- Closed toe shoes/heels
- Sports jacket/blazer
- Skirts less than 1-inch from knees
- Tie optional

What is considered professional attire?

- Suit or blazer and skirt/slacks
- Tie required



Academic Calendar

To view the Academic Calendar, Important Deadlines and Schedules, please visit <https://www.lssc.edu/academics/academic-calendar/>.





THE LAKEHAWK WAY

Drug-Free Workplace

[Policy Link](#)

LSSC's Drug-Free Workplace policy is aimed at ensuring zero tolerance for illegal drugs at all times and its Alcohol-Free Rule to zero tolerance under circumstances that affect or might affect the safety and well-being of employees, students, and others or the effective operation of College business.

The College will require drug or alcohol testing for job applicants and employees in certain circumstances.

Tobacco Free & Smoke-Free Campus

[Policy Link](#)

Lake-Sumter State College is committed to promoting a safe, healthy, and comfortable environment for its students, visitors, and employees. It is the intent of the District Board of Trustees to establish a tobacco-free college environment. Therefore, smoking and the use of smokeless tobacco products in all facilities and areas owned and/or leased by the College is prohibited. All employees, students, guests, and members of the public are required to adhere to this policy.

Tobacco Products includes all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers, or any other device intended to simulate smoked tobacco), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco, including but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products.



CHANGE IS IN THE AIR

[LSSC.EDU/SMOKEFREE](https://lssc.edu/smokefree)





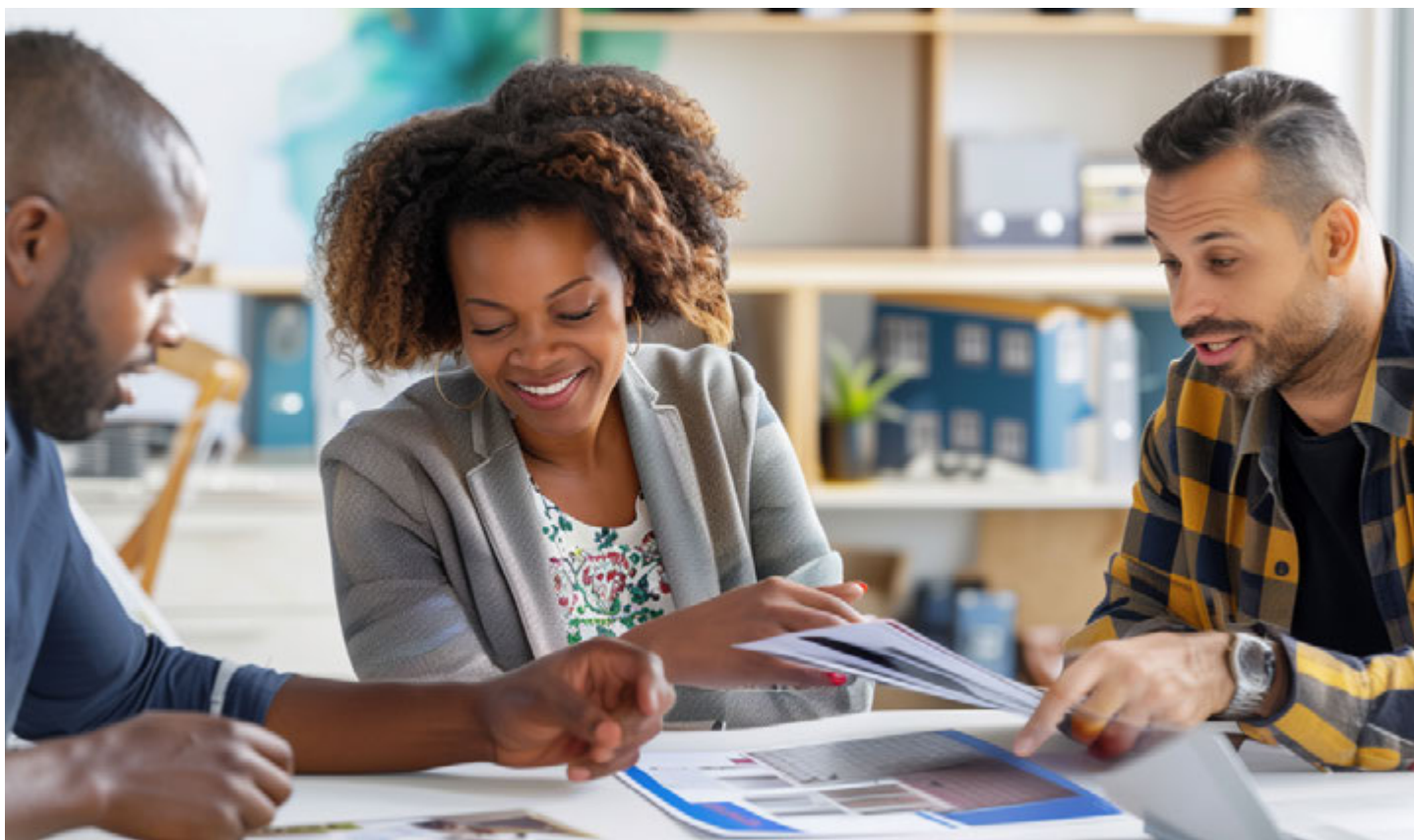
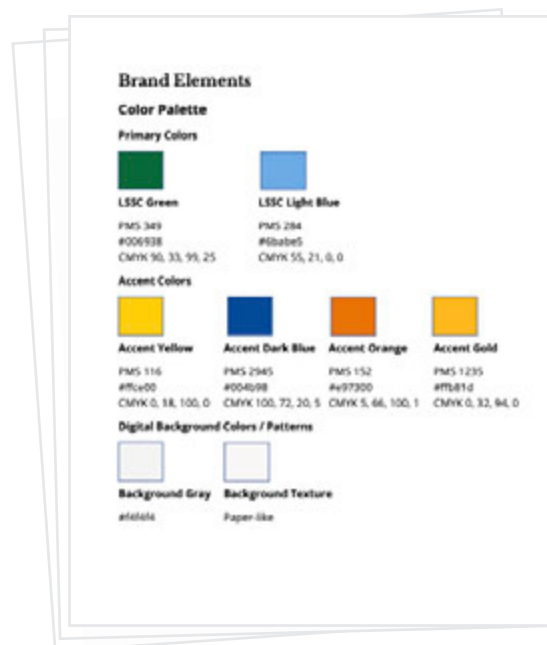
THE LAKEHAWK WAY

Brand Standards

Policy Link

Consistent branding ensures that everyone receives a unified message about the college's mission, values, and services. This consistency builds trust and credibility among stakeholders. Clear brand standards ensure that all communications, whether it's signage, printed materials, or digital content, reflect professionalism and quality. This professionalism enhances the college's reputation and helps attract students, faculty, and partners.

Brand standards serve as the blueprint for how Lake-Sumter State College presents itself to the community. The standards found at www.lssc.edu/brand ensure coherence, professionalism, and effectiveness in the communication and marketing efforts of the College.





THE LAKEHAWK WAY

Conversing with Colleagues & Students

Email Etiquette

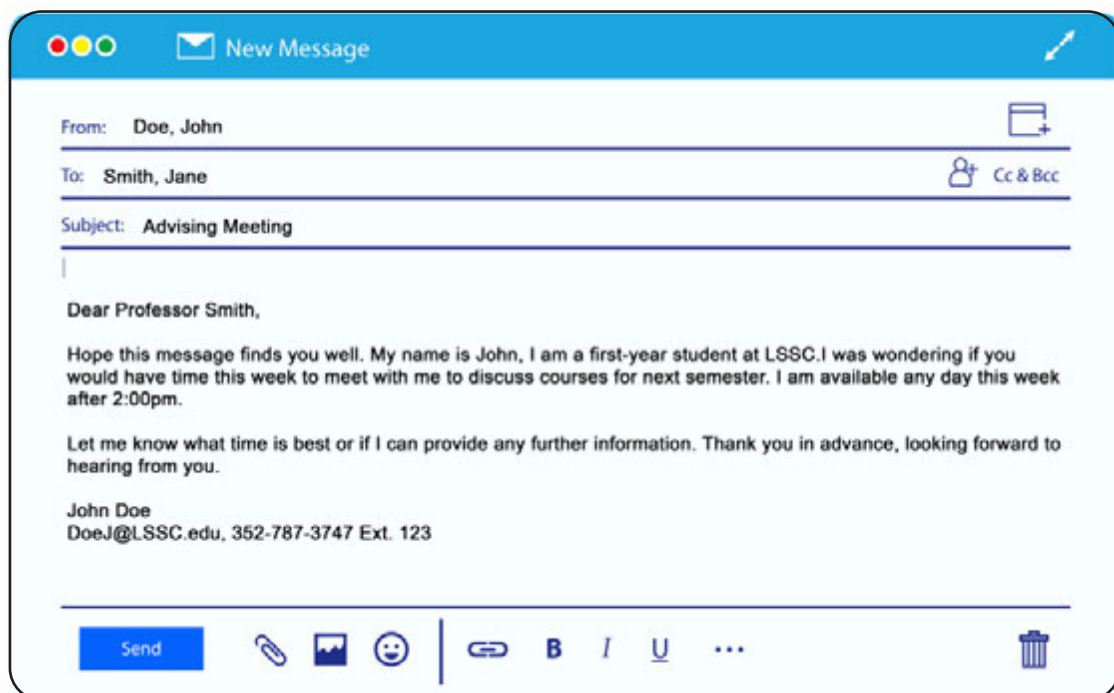
Include a clear, concise subject line

Address professionally

A nice greeting sets the tone

Identify why you are sending the email

If requesting a meeting, include availability



Double check...

- Did I spell everything correctly?
- How is my grammar?
- How is my tone?
- Please and thank you goes a long way



Phone Etiquette

- Answer quickly
- Professional greeting
- Actively listen and take notes
- Speak clearly
- Polite and patient





THE LAKEHAWK WAY

Use of Social Media

[Policy Link](#)

The College values the freedoms of speech, thought, expression, and assembly as part of its core educational and intellectual mission while also maintaining the integrity of the academic environment. LSSC encourages its employees to use social media as a means to connect with other members the LSSC community, spread awareness of the positive work and impacts of the College and its employees, and foster thoughtful engagement and dialogue about the issues important to and impacting LSSC and its communities.

The college intends to protect the appropriate use of social media, while prohibiting conduct through social media that may be unlawful, contrary to LSSC policies, or violate professional standards.



Employee Code of Ethics

LSSC Employee Code of Ethics

Built upon the trust bestowed upon the community college system by the State of Florida, the Employee Code of Ethics for Lake-Sumter State College embodies the principles of integrity, responsibility, and respect that guide our institution's commitment to ethical conduct. Recognizing the pivotal role entrusted to us by the state, we uphold the highest standards of professionalism, fostering an environment where integrity flourishes and every member of our community feels valued and respected.

Employees are expected to comply with the applicable laws and regulations expected of all citizens of the State of Florida and the United States of America. Specifically, employees of Lake-Sumter State College must comply with the rules and regulations defined in Florida Statutes, including the Principles of Professional Conduct for the Education Profession in Florida and State Board of Education Rules, and meet the ethical standards set forth by College Policies & Procedures.

A full copy of the Employee Code of Ethics can be found online in the Human Resources section of the [Employee Intranet](#).

State of Florida Code of Ethics for State Employees

Under the provisions of [Section 112.312, Florida Statutes](#), College employees are subject to certain provisions of the Code of Ethics for Public Officers and Employees. All College employees shall comply with the applicable provisions of the Code, including, but not limited to, the following:

- Solicitation and acceptance of gifts
- Doing business with the College
- Unauthorized compensation
- Misuse of public position
- Conflicting employment or contractual relationship
- Disclosure or use of certain information
- Employees holding office



THE LAKEHAWK WAY

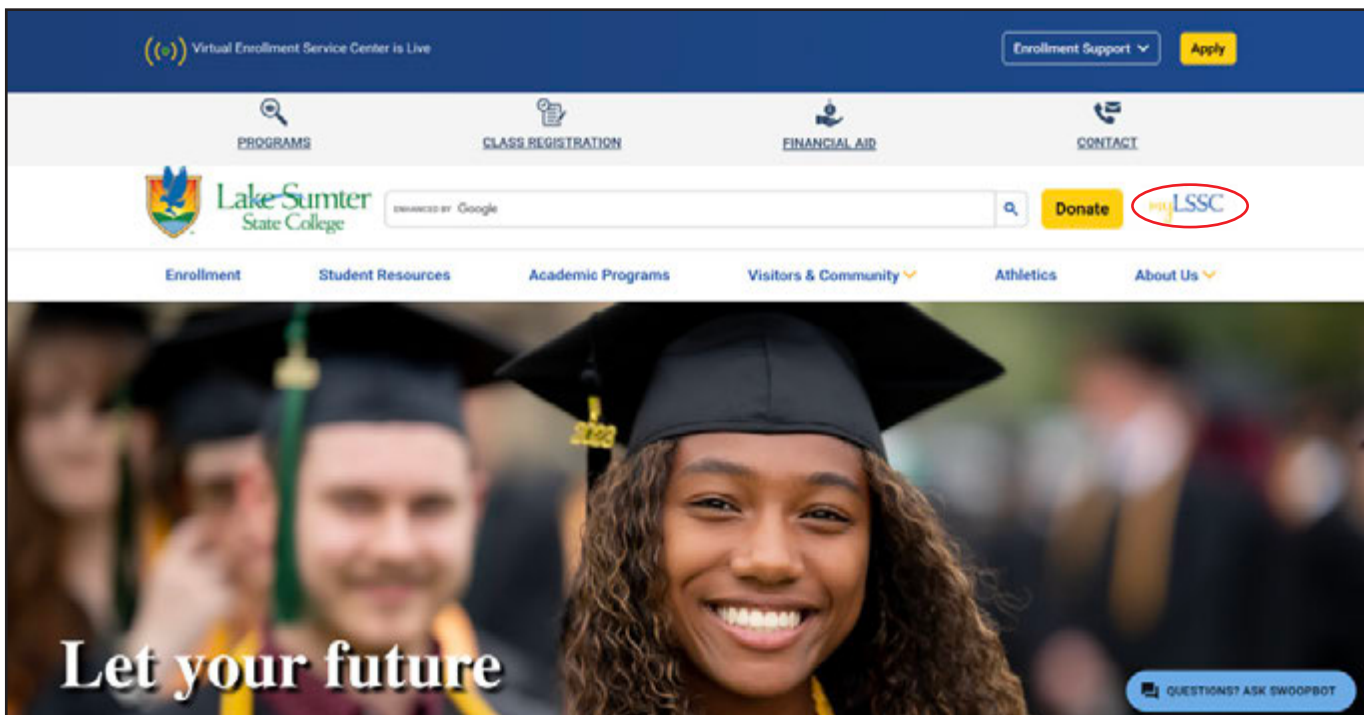
Technology Systems Overview

myLSSC

myLSSC (my.lssc.edu) is a cloud-based, fully extensible, higher education engagement platform that provides a personalized and seamless experience for students, faculty, and staff. At LSSC, myLSSC is used as a self-service landing page/portal for students, faculty, and staff and can be accessed on the LSSC home page.

It is a secure and convenient way to manage HR-related tasks and is available 24/7, 365 days a year, as long as you have an internet connection. Some of the information available to employees through Employee Self-Service includes current leave balances, pay information, earnings, tax information, job summary, and employee summary.

Employees are able to quickly access many different systems quickly from this portal. Employee Self-Service allows employees to access their personal and employment-related information online.



Email

LSSC email is the official email system for Lake-Sumer State College. It is used for all official college communications, such as announcements, policies, procedures, deadlines, and other information. Staff and faculty are responsible for checking their LSSC email accounts regularly and responding to any messages that require action or acknowledgment.

The email account is assigned by the Information Technology Department based on the staff or faculty member's name and affiliation with the college. Staff and faculty are expected to use their email account professionally and ethically, following college policies and complying with applicable laws and regulations.

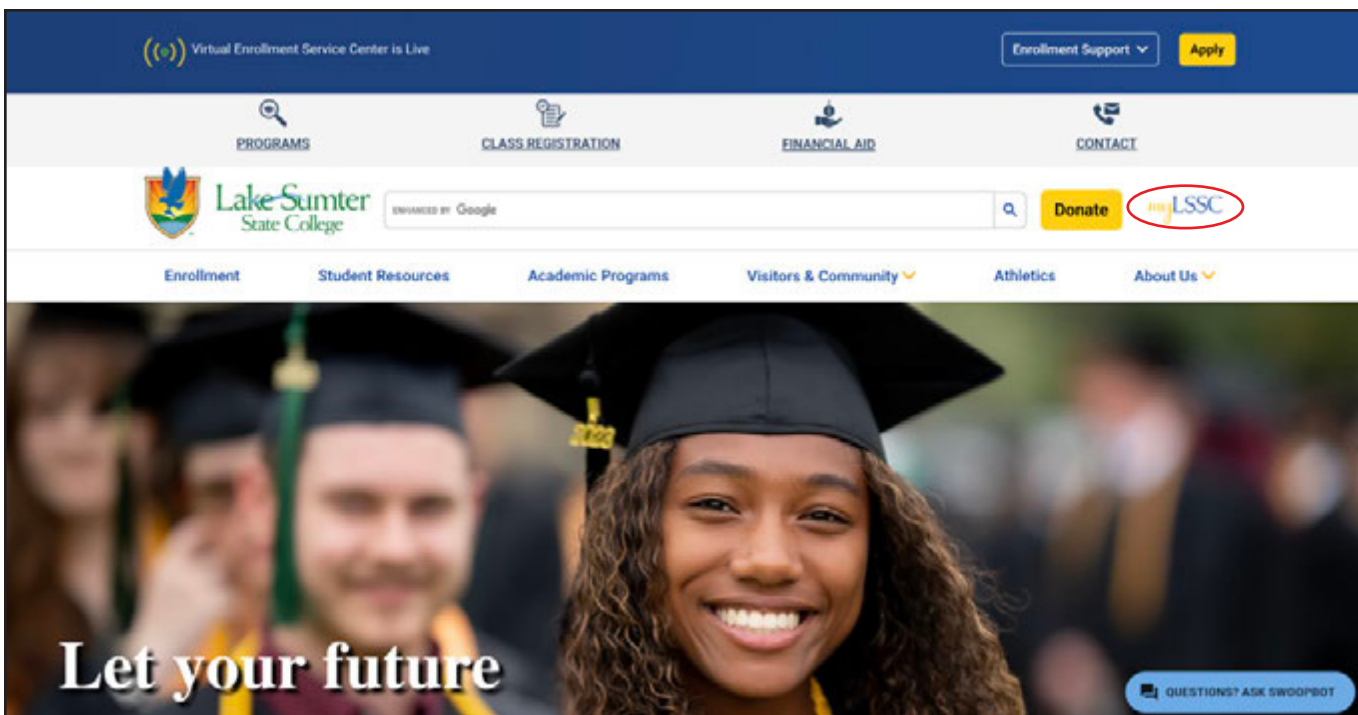


PAYROLL INFORMATION

Completing Your Time Sheet

Step #1: Go to lssc.edu

Step #2: Log into [myLSSC](#)



Step #3: Scroll to *Time Sheet and Approvals* under *Employee links*



Requesting Time Off

All requests to modify your schedule or request time off must be coordinated with your supervisor.



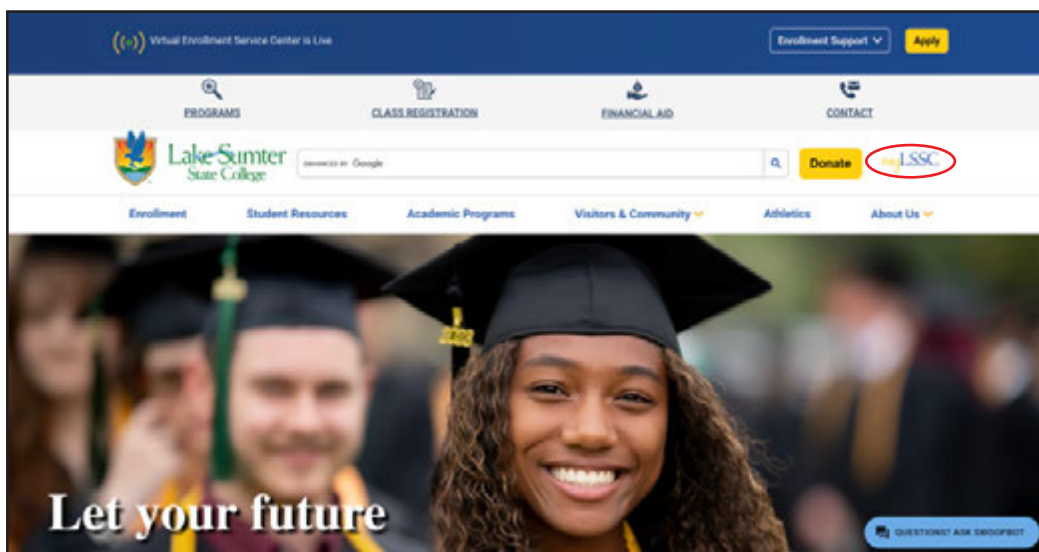


PAYROLL INFORMATION

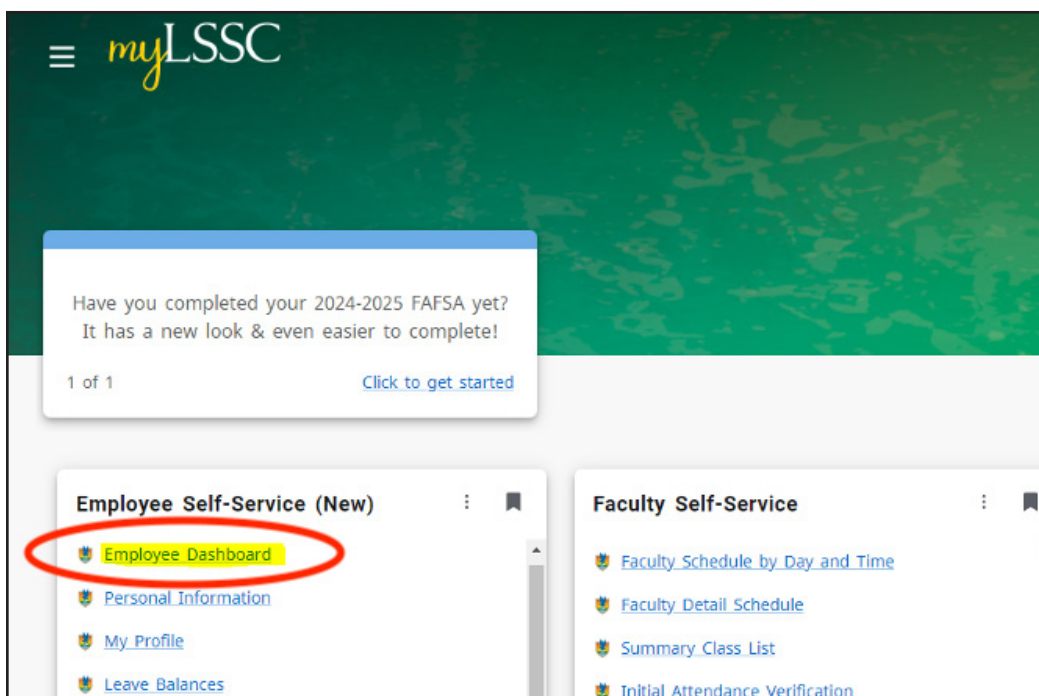
Setting Up Direct Deposit

Step #1: Go to lssc.edu

Step #2: Log into *myLSSC*



Step #3: Scroll to *Employee Dashboard* under *Employee Self-Service*

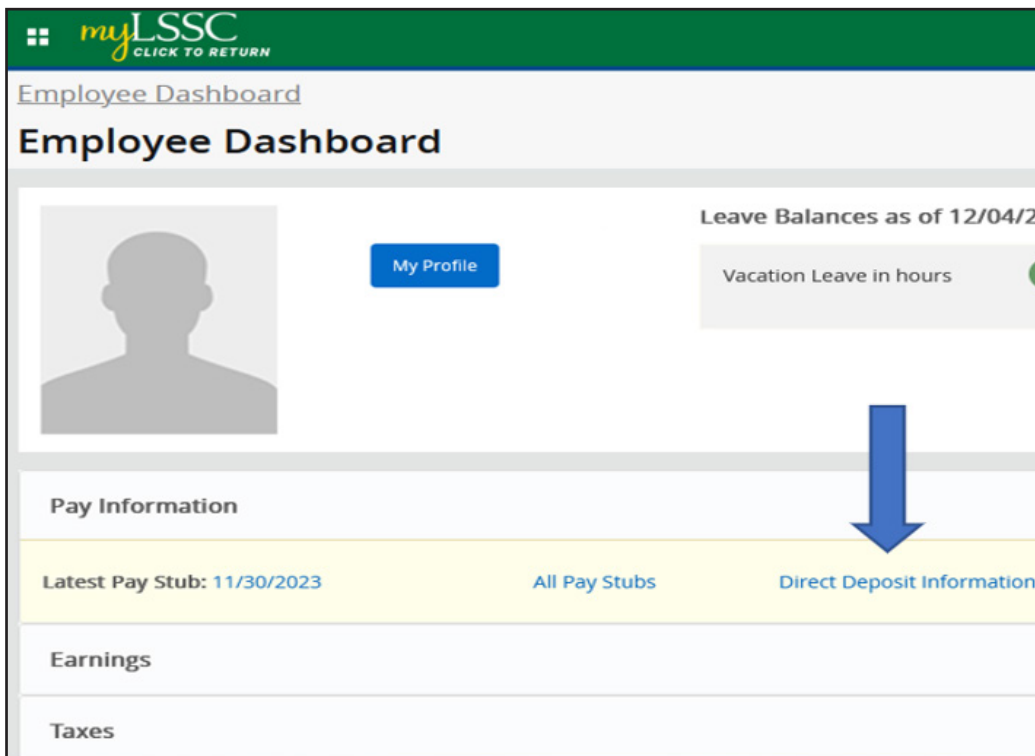




PAYROLL INFORMATION

Step #4: Scroll to *Employee Dashboard* under *Employee Self-Service*

Step #5: Click on the link *Direct Deposit Information*



Payroll Schedule

Part-time employees are paid two (2) weeks in arrears bi-monthly.

To view the Payroll Calendar, visit [Financial Services](#).

Additional Payroll information can be found on the Payroll Intranet page, [here](#).

Note: Students may not work during scheduled class times, may not be excused from class to work on campus.



PAYROLL INFORMATION

Required Disclosures from Higher Education Act & Labor Laws

Consumer Information

Lake-Sumter State College publishes required disclosures to prospective and enrolled students and the community through the Consumer Information Page. Disclosure of this information is required by federal law or state statutes.

- [*Drug and Alcohol Abuse Prevention Program*](#)
- [*Annual Security & Fire Safety Report*](#)
- [*Emergency Response Plan*](#)

Workplace Posters & Labor Laws

Labor law workplace posters contain detailed and informative notices required to be displayed in the workplace by Lake-Sumter State College. These posters provide essential information about legislation related to employee rights, options, and responsibilities. Digital copies of these Workplace Posters can be found in the Human Resources section of the Employee Intranet.

Acceptable Use of Technology

[Policy Link](#)

LSSC's Information Technology Systems are designed for the use of authorized individuals, both now and in the future. These users include, but are not limited to, LSSC's full-time and part-time staff, faculty, students, learners from other educational institutions, community members, and other individuals as outlined in contractual agreements. Managed by the Information Technology Department, these resources are dedicated to the college's legitimate business and educational activities.





PERFORMANCE

Cultivating a Positive and Productive Work Environment

At LSSC, we value employees who contribute to a positive and productive learning and working environment. This includes, for example, demonstrating initiative, maintaining a respectful and collaborative demeanor, and approaching

challenges with a solution-oriented mindset. It also means adhering to college policies and ethical standards, demonstrating punctuality and reliability, and maintaining a professional appearance.

Disciplinary Policy: Ensuring Fairness and Accountability

[Policy Link](#)

While we encourage and expect the above behaviors, the College also recognizes the need to maintain a fair and consistent approach to addressing conduct and performance issues. To ensure a fair and consistent environment, the College employs a progressive disciplinary process. When

necessary, disciplinary action will be taken, considering the severity of the offense, relevant circumstances, and prior disciplinary history. While progressive discipline is the standard, serious violations may result in immediate suspension or termination.





LAKE-SUMTER SAFE

Campus Safety

[Policy Link](#)

The Campus Safety Department is staffed by both college employees and armed, uniformed, contract security officers. The Campus Safety Department provides a full range of services, including incident response and reporting, traffic/parking enforcement, campus patrols, key assists, security escorts, and assisting in crowd control for special events.

Reporting is key to the safety and security efforts of the Campus Safety Department. Please report all incidents, injuries, accidents, or suspicious or dangerous circumstances to Campus Safety immediately, so they may be properly responded to and addressed.

The Campus Safety Department can be reached by calling:

Leesburg	(352) 516-3795
South Lake	(352) 516-5074
Sumter	(352) 303-7296
Four Corners	(352) 516-4283

These phone numbers will connect you directly to the Security Officer on duty.

In an emergency, dial **9-1-1** first, then if possible, contact Campus Safety.

A Security Office can assist you until additional emergency assistance arrives and coordinate the arrival of that assistance.

Student Emergency Assistance Program

[Policy Link](#)

The LSSC Students in Distress Guide provides clear, practical steps for helping students who are experiencing an emergency, crisis, or other urgent situation. During severe weather, local emergencies, or community health crises, the Student Affairs Emergency Response Team serves as the College's central point of contact, connecting students, faculty, and staff with the resources and support they need.

The team helps ensure that students in distress have continued access to information, referrals, and services for as long as they need them. While it does not replace existing College offices or departments, the Student Affairs Emergency Response Team works across campus and with community partners to coordinate support, advocate for students, and help navigate complex situations.



Cybersecurity

[Policy Link](#)

The Cybersecurity program at Lake-Sumter State College includes a comprehensive approach to protect the institution's data and IT systems.

These initiatives reflect Lake-Sumter State College's commitment to maintaining a robust cybersecurity posture to safeguard its information systems and data.





LAKE-SUMTER SAFE

Workplace Safety

Personal Protective Equipment

[Policy Link](#)

The College will comply with or exceed applicable OSHA, EPA, state and local rules and regulations and will provide procedures to assure safety, health and well-being of employees, students and campus visitors. Managers and Supervisors will arrange for applicable safety and health training to all employees and provide and disseminate safety information and equipment to employees as appropriate.

Workers Compensation & Employee Injuries

[Policy Link](#)

All injuries, even minor injuries, must be reported to the supervisor immediately. Failure to do so may result in loss of worker's compensation coverage. An accident/incident report must be completed and given to the Executive Director of Campus Safety for review as soon as possible after the accident occurs. If the injury requires medical treatment, the form is immediately forwarded to Human Resources.

Notice of Non-Discrimination

Lake-Sumter State College assures civil rights for its students, employees, visitors, and contractors. LSSC prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, age, disability, marital status, pregnancy, veteran status, religion, sexual orientation, or genetic information in any of its programs, activities, employment, and contracts.

Additional details are available at www.lssc.edu/nondiscrimination.

Title IX

[Policy Link](#)

Additional Information: <https://www.lssc.edu/title-ix/>

The College strives to be a community in which all members can learn and work in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, intimidation and/or retaliation. Prohibited conduct includes sexual harassment, sexual assault, sexual exploitation, interpersonal violence, stalking, complicity, and retaliation.

The College's Title IX policy applies to the conduct of and provides protection to LSSC students, employees, interns, volunteers, and visitors.

The College encourages all individuals to report prohibited conduct to the College and, if appropriate, to local law enforcement. College and law enforcement/criminal reporting may be pursued simultaneously. To report an incident involving Prohibited Conduct or discuss any aspect of the procedure, individuals are encouraged to contact the Title IX Coordinator or Deputy Coordinators.

All College employees have an obligation to make reasonable efforts to report instances of known or suspected prohibited conduct under Title IX. All College employees are required to safeguard an individual's privacy but must share with the Title IX Coordinator all known details of an incident.

Additional information about the College's Title IX policy and procedure, including the grievance process for addressing complaints, is available online.



LAKE-SUMTER SAFE

Civil Rights Violations

[Policy Link](#)

The College is committed to maintaining an educational and employment environment that is free from discrimination, harassment, retaliation, and related misconduct.

This policy applies to the conduct of and provides protection to LSSC students, employees, interns, volunteers, and visitors.

The College's policy establishes a prompt, fair, impartial, and equitable process for receiving, reviewing, investigating, resolving, and, when appropriate, remedying complaints alleging discrimination, harassment, disability discrimination, failure to provide reasonable accommodations, retaliation, or other civil rights violations.

Any person may report alleged discrimination, harassment, disability discrimination, retaliation, or another civil rights violation.

Additional information about the College's policy and procedure, including the grievance process for addressing complaints, is available online.

LSSC has designated specific student information as directory information. This is defined as information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed.

Follow the link above for additional information about your rights related to your student records.

Employee Records

Eligible Occupational Groups: <https://myfloridacfo.com/division/wc/employee/records>

Exemption Request Form: <https://lsc-workflow2.elluciancloud.com/requests>

Under Florida's Sunshine Laws, Lake-Sumter State College records are subject to public inspection and disclosure, including, but not limited to, records of employment such as your name, title and salary information, and work-related documents, recordings and emails.

Florida Statutes provides for the exemption of home addresses and telephone numbers from public disclosure for certain occupational groups, and their spouses and children. If you fall into an eligible category as found on the link above, please complete the Public Records Exemption Request Form to ensure accurate protection of your information as a result of a public records request.

FERPA

[Policy Link](#)

FERPA, the Family Educational Rights and Privacy Act of 1974, protects the privacy of student educational records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records.



REQUESTING HELP

Safety App

[Link](#)

The Lake-Sumter Safe mobile app is your go-to resource for LSSC safety resources on your phone! The app integrates with our emergency alerts, offers one-click calling to Campus Security, detailed campus maps, and many more safety resources. The safety app is free to download for both Apple and Android phones.



Lake-Sumter Safe 4.4
Official LSSC Safety App
Lake Sumter State College

★★★★★ 5.0 + 4 Ratings

Free

Student Assistance Program

[Link](#)

We want to do our part to help you have the best possible experience during your time at LSSC. Balancing one's studies and personal life can be difficult. Rather than becoming overwhelmed by these often-competing demands, students can learn to cope more effectively with the right skills and support.

LSSC is committed to helping students develop these tools to deal with stress and other troubles when they arise. The Student Assistance Program (SAP) provides support in dealing with the pressures and challenges students face during their academic and professional careers.



LSSC Foundation Student Emergency Grant Program

[Link](#)

LSSC's Emergency Assistance grant program provides small emergency assistance grants to currently enrolled students.

These grants are designed to assist with a one-time, unexpected event that causes an acute financial emergency and meets the following criteria:

- A situation that is unlikely to re-occur;
- When no other financial resources are available;
- The need can be documented

Examples of such emergencies may include but are not limited to: a loss due to fire or weather event, theft or

accident, unexpected medical/dental expense, personal automobile expense, or a sudden, unavoidable interruption of income. Emergency grants cannot be used for tuition & fees, legal fees, tobacco/alcohol, entertainment expenses, credit card debt, or debt owed to the College.

Emergency Assistance is available to students who experience an acute and unexpected short-term hardship. Award decisions will be made based on the applicant's individual situation and one-time grant awards are subject to limitations (maximum \$600). Funding for this assistance comes from the LSSC Foundation. The student is not responsible for any type of repayment for the money awarded.



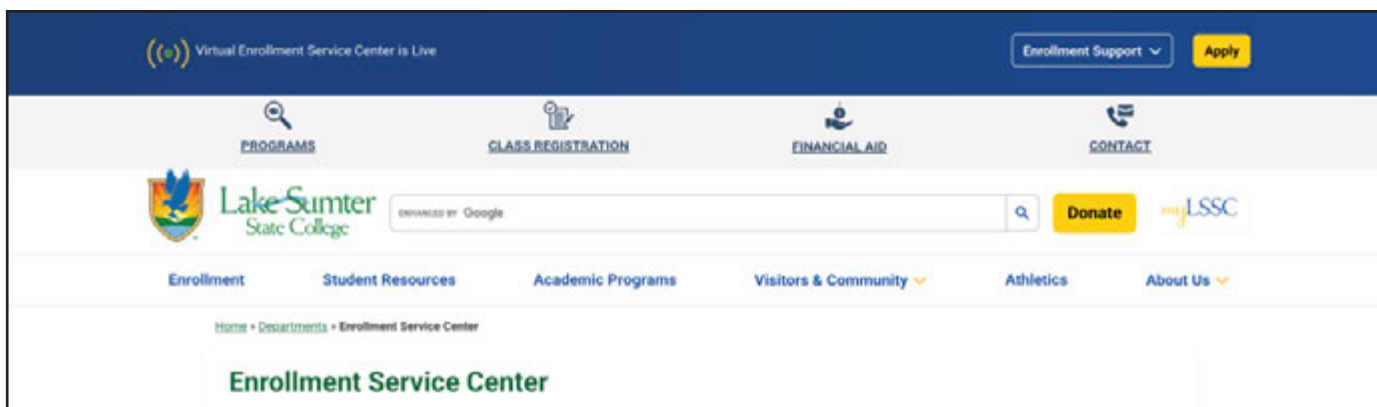
REQUESTING HELP

Enrollment Service Center

[Link](#)

The Lake-Sumter Safe mobile app is your go-to resource for LSSC safety resources on your phone! The app integrates with our emergency alerts, offers one-click calling to Campus Security, detailed campus maps, and many more safety resources. The safety app is free to download for both Apple and Android phones.

Drop-in to a live session, for assistance with any questions you may have!



Common Questions

(But we're here to help with all LSSC questions!)

- Course Registration
- New Student Advising & Registration Sessions (Orientation)
- Tuition & fee payments
- Residency
- Transcripts
- Financial Aid
- Dual Enrollment
- Transient students
- myLSSC
- Career Services
- Student Accessibility Services and more!





POLICIES & PROCEDURES

Student Employees

Duties & Responsibilities

Positions and their job descriptions will be created based on three tiers of positions. These tiers and job descriptions are based on the responsibilities, leadership, and technical skills exhibited for the position.

Core Competencies

- Excellent customer service
- Communication skills
- Utilization of LSSC software platforms to perform job duties (Banner, Workflow, TargetX, etc.)
- Time Management
- Teamwork and collaboration
- Attention to detail



All student employees will be compensated at \$15 per hour.*

Student Supervisor

Supervisors and advisors of students will participate in training to ensure consistency across the program. These individuals are expected to mentor the students to support their personal and professional development.

A supervisor may not serve in dual capacities for the same student (ex., student employee supervisor and advisor of club/organization).



POLICIES & PROCEDURES

Student Employees

Hiring Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18 and not dual-enrolled

Hiring Process

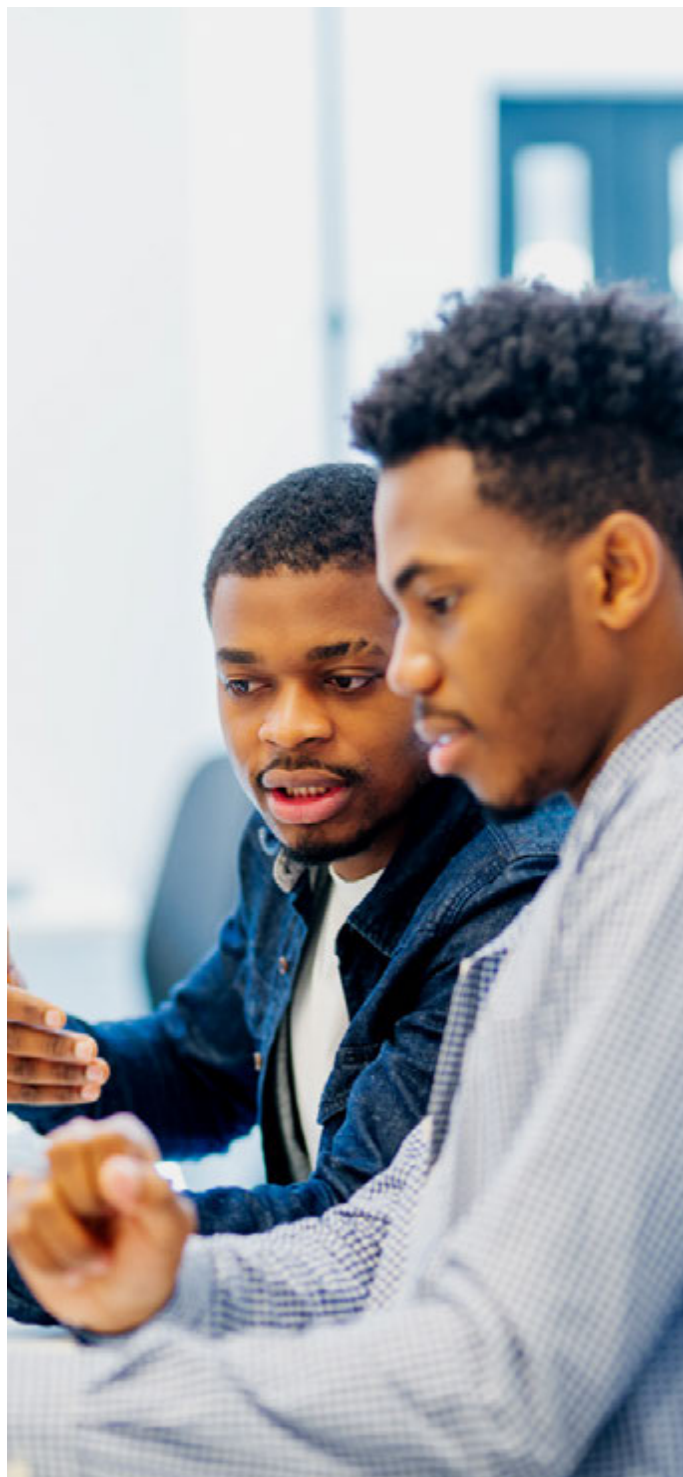
- Hiring manager works with Student Employment Coordinator to create job description and classify position. Create online posting at www.lssc.edu/jobs
- Students apply for position
- Candidates are evaluated for eligibility
- Candidates are referred to hiring manager for interviews
- Manager completes hiring tasks and requisitions with HR
- Student Employment Coordinator communicates with student about onboarding process

Ongoing Professional Development

- Supervisor will complete ongoing performance reviews and mentoring
- Supervisor and student employee complete a formal review at the end of each semester

Hiring Considerations

- Lake-Sumter State College employment decisions are made in accordance with labor laws and regulations aimed at protecting the rights and well-being of student employees in the workforce.
- Student employees are hired based on the needs of the College, pending budget and funding availability, and in accordance with federal and state labor laws.





Lake Sumter
State College

THANK YOU!

