

**POLICIES OF THE
FLORIDA PUBLIC ARCHAEOLOGY NETWORK**

The Florida Public Archaeology Network (a program of the University of West Florida) (“FPAN”) is funded in large part from public funds. Accordingly, it is important to assure that the operations of FPAN are carried out in a manner consistent therewith. The following policies specific to the operation of FPAN are adopted.

Contents

1.0 PERSONNEL POLICIES..... 2

 1.1.1 Policy Concerning Conflict of Interest (approved by the Board of Directors 16 December 2011).. 2

 1.2.1 Policy Concerning Vehicles and Communication (approved by the Board of Directors 16 December 2011)..... 2

 1.3.1 Policy Concerning Conflict with CRM Compliance Projects (approved by the Board of Directors 16 December 2011)..... 3

 1.4.1 Policy Concerning Honoraria, Reimbursement, and Intellectual Property (approved by the Board of Directors 16 December 2011)..... 3

 1.5.1 Policy Against Discrimination and Harassment (approved by the Board of Directors 16 December 2011) 3

2.0 POLICIES CONCERNING THE BOARD OF DIRECTORS..... 4

 2.1.1 Disputes (approved by the Board of Directors 5 May 2017) 4

3.0 POLICIES CONCERNING COORDINATING CENTER..... 4

 3.1.1 Communication with the Board of Directors (approved by the Board of Directors 5 May 2017)... 4

 3.2.1 Relationship with Host Institutions (approved by the Board of Directors 5 May 2017) 4

 3.3.1 Administer Yearly Regional Center Contracts (approved by the Board of Directors 5 May 2017) . 5

 3.4.1 Manage State-Wide Aspects of FPAN Programming (approved by the Board of Directors 5 May 2017) 5

4.0 POLICIES CONCERNING HOST INSTITUTIONS..... 5

 4.1.1 Selection of Regional Center Host Institutions (approved by the Board of Directors 5 May 2017) 5

 4.2.1 Regional Center Personnel Selection (approved by the Board of Directors 5 May 2017)..... 5

 4.3.1 Review of Annual Work Plan and Budget (approved by the Board of Directors 5 May 2017)..... 6

 4.4.1 Annual Executive Summaries (approved by the Board of Directors 5 May 2017) 6

 4.5.1 Reporting of Expenditures of Contract Funds (approved by the Board of Directors 5 May 2017) . 7

 4.6.1 Inventory of FPAN Property (approved by the Board of Directors 5 May 2017)..... 7

 4.7.1 Relationship with Coordinating Center (approved by the Board of Directors 5 May 2017) 7

1.0 PERSONNEL POLICIES

1.1.1 Policy Concerning Conflict of Interest (approved by the Board of Directors 16 December 2011)

No member of the Board of Directors of FPAN shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with FPAN. Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board or its staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of FPAN shall identify his or her affiliation with such entity or entities; further, in connection with any Board action specifically directed to that entity, she or he shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full Board.

Any member of the Board or its staff shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

Employees of FPAN who are employed by the State of Florida (the "State") through the University of West Florida or their host institutions are subject to the provisions of Chapter 112, Part III, Florida Statutes (Code of Ethics for Public Officers and Employees) and other policies and provisions of the State or their institutions regarding conflicts of employment and interest. It is the policy of FPAN that other employees of FPAN should abide by these policies and provisions as well because of the essentially public nature of their employment.

Teaching within the Host Institution. Full time regional FPAN employees shall not engage in regular formal class room teaching within their host institutions. FPAN employees may deliver occasional guest lectures in classes, direct or serve on thesis and dissertation committees, supervise student interns and employees, and serve on committees of the host institution as time permits and these activities are in keeping with the regions annual work plan.

Outside Employment. Outside employment by FPAN employees is permitted but shall not interfere with or conflict with employment with FPAN. Situations that may signal a conflict include, 1) a work schedule that interferes with the ability of the employee to deliver the FPAN program in their region, 2) work that duplicates work that is done routinely as part of the FPAN program including work that is conducted in other regions, and 3) work that may be considered to be unethical according to the code of conduct and standards of the Register of Professional Archaeologists. Regular full-time employees of FPAN shall obtain advance written approval from the Executive Director for any outside employment or any changes in scope or purpose of any previously approved outside employment.

1.2.1 Policy Concerning Vehicles and Communication (approved by the Board of Directors 16 December 2011)

Employees of the Florida Public Archaeology Network ("FPAN") operating an FPAN vehicle shall not communicate via phone, text, or email or engage in other activities that interfere with the safe operation of that vehicle by presenting a distraction.

FPAN vehicles are not to be utilized for personal transportation, including commuting to and from work. FPAN vehicles may on occasion be taken home overnight in the event that so doing represents a significant savings to FPAN in either funds or staff time.

1.3.1 Policy Concerning Conflict with CRM Compliance Projects (approved by the Board of Directors 16 December 2011)

The Florida Public Archaeology Network (“FPAN”) was established with the understanding that as an organization it would not compete with private sector firms providing services in Cultural Resource Management (“CRM”). It is therefore policy that FPAN does not conduct archaeology, remote sensing, historical research, specialized analytical services, expert testimony, or similar activities normally a part of compliance with federal, state, or local statute, or where regulation would require this work be conducted. If there are any questions about the existence of a conflict the case should be reviewed by the Executive Director.

1.4.1 Policy Concerning Honoraria, Reimbursement, and Intellectual Property (approved by the Board of Directors 16 December 2011)

Florida Public Archaeology Network (“FPAN”) employees shall not profit from work conducted while being paid by FPAN and shall not use FPAN equipment or resources for personal profit.

Intellectual property, including articles and books, produced by FPAN employees shall be governed by the Intellectual Property Policy of the University of West Florida (<https://confluence.uwf.edu/display/UP/Intellectual+Property+Policy>). Unlike many divisions of the University, research and publication is not a core function of FPAN. While research and publication is encouraged on subjects pertinent to the mission of FPAN, priority in the allocation of time and other FPAN resources must reflect a proper balance between this function and the core functions of FPAN.

Honoraria for speaking engagements and for participation in workshops, on boards, etc. that are a regular and normal part of employment at FPAN shall be turned over to FPAN and deposited in an appropriate account for the benefit of FPAN. Employees shall not obtain both travel reimbursement from outside entities and from FPAN. Employees shall not take leave in order to receive personal benefit from delivering programs that are arranged through FPAN or that are a normal part of the delivery of the FPAN program within Florida.

Advance written approval shall be obtained from the Executive Director for speaking and other engagements that are outside the regular work of FPAN, and that are to be conducted on the employee’s personal time and without travel support from FPAN, and for which they desire to obtain an honorarium and outside travel reimbursement.

1.5.1 Policy Against Discrimination and Harassment (approved by the Board of Directors 16 December 2011)

Florida Public Archaeology Network (“FPAN”) is committed to maintaining a work environment that is free of discrimination. This policy forbids any discriminatory employment action or any unwelcome conduct that is based on a person’s race, color, religion, gender, national origin, age, disability, ancestry, marital status, veteran status, citizenship status, sex or gender orientation (collectively, a “protected group status”). FPAN will not tolerate any form of

harassment of our employees or other persons performing services for FPAN by anyone, including any supervisor, co-worker, vendor, client, or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a protected group status.

FPAN will not tolerate harassing conduct that:

Affects tangible job benefits;

Interferes unreasonably with an employee's work performance; or

Creates an intimidating, hostile, or offensive working environment.

All employees are responsible to help assure that we avoid discrimination and harassment.

FPAN forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or filing an EEOC claim.

FPAN policy is to investigate all discrimination and harassment complaints thoroughly and promptly. To the extent permitted by law, FPAN will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of our policy has occurred, FPAN will recommend corrective action, including discipline, up to and including termination of employment and reserves the right to terminate a hosting agreement if recommended corrective action is not taken.

2.0 POLICIES CONCERNING THE BOARD OF DIRECTORS

2.1.1 Disputes (approved by the Board of Directors 5 May 2017)

The Board shall attempt to resolve disputes that arise between Host Institutions and the Coordinating Center, including, but not limited to, disputes related to termination of contract agreements; non-compliance with contract agreements, including failure to provide an Annual Work Plan and Budget or Annual Executive Summary; failure to adhere to the Annual Work Plan; and denial of Regional Center proposals submitted by prospective Host Institutions. Final resolution of disputes rests with the University of West Florida.

3.0 POLICIES CONCERNING COORDINATING CENTER

3.1.1 Communication with the Board of Directors (approved by the Board of Directors 5 May 2017)

The Network Executive Director shall provide periodic updates to the Board of Directors, will make available quarterly reports of the Regional Centers to the Board of Directors, and shall prepare an annual Executive Summary of FPAN for the Board of Directors and other interested parties.

3.2.1 Relationship with Host Institutions (approved by the Board of Directors 5 May 2017)

The Coordinating Center shall, in the spirit of collaboration and teamwork, maintain an open and mutually beneficial partnership with the Host Institutions and Regional Center staff. Communication among the Network Executive Director, the Host Institution, and Regional Center shall be unrestricted.

The Network Executive Director shall provide the Host Institutions and the Regional Centers with direction for the development and delivery of FPAN programs and with guidance for meeting FPAN mission and goals.

3.3.1 Administer Yearly Regional Center Contracts (approved by the Board of Directors 5 May 2017)

The UNIVERSITY and Coordinating Center will prepare, execute, and administer yearly Regional Center Contracts contracts to those Host Institutions who have been selected as hosts for individual Regional Centers.

3.4.1 Manage State-Wide Aspects of FPAN Programming (approved by the Board of Directors 5 May 2017)

The Coordinating Center will establish and coordinate all Internet programming for FPAN, as well as state-wide marketing and promotion efforts. The Coordinating Center will also identify and manage those aspects of the FPAN program that are considered to be state-wide in nature.

4.0 POLICIES CONCERNING HOST INSTITUTIONS

4.1.1 Selection of Regional Center Host Institutions (approved by the Board of Directors 5 May 2017)

The Coordinating Center will develop the RFP soliciting applications for establishing Regional Centers in accordance with UNIVERSITY policies and procedures. RFPs will be issued based on annual funding levels and will include specific information about the goals of the Network, the elements of a successful application, and the criteria to be used in selection of Host Institutions.

Prospective Host Institutions are responsible for responding to the RFP issued by the UNIVERSITY. Regional Center proposals should include a description of the Host Institution as a qualifying organization as defined by statute and the FPAN MOA; a description of local need for a Regional Center; a detailed budget; and a detailed description of facilities and resources that will be dedicated to the Regional Center.

The UNIVERSITY will process applications submitted from potential Host Institutions.

The Host Institution will be responsible for providing office facilities at no cost, including space for meetings and small conferences, as well as utilities, for the administration of their Center, and other overhead costs. Unapproved substantial changes in facilities from those outlined in the proposal to host a Regional Center or subsequently as outlined in the annual Work Plan of an established Regional Center may result in forfeiture of future FPAN funding.

Host Institutions will be required to comply with archaeological ethics and professional responsibility as established by the Register of Professional Archaeologists, the Society for Historical Archaeology, and the Society for American Archaeology.

4.2.1 Regional Center Personnel Selection (approved by the Board of Directors 5 May 2017)

Regional Center personnel may be employed by the Host Institution pursuant to their rules and policies. Job advertisements for the positions of Regional Director and Public Outreach

Coordinator shall be approved by the Coordinating Center prior to posting of the position. The Host Institution shall select a Regional Director following their standard internal procedures, and the Network Executive Director and State Archaeologist shall serve as full members of the Personnel Selection Committee that reviews applications, arranges for interviews, conducts interviews, and evaluates candidates for the position of Regional Director.

Each Regional Center shall have at least one professional public archaeologist to serve as Regional Director, who may be an employee of the Host Institution. Selection criteria for the Regional Director position include successful completion of a graduate degree in Anthropology, specializing in Archaeology, or an equivalent degree in a related field; at least two years of experience in field and laboratory archaeology; at least two years of experience in supervision and administration of archaeological projects or programs; and experience in public archaeology, including working with volunteers.

Each Regional Center shall also have one professional archaeologist to serve as Public Archaeology Coordinator, who may be an employee of the Host Institution. The Public Archaeology Coordinator shall assist the Regional Director in delivery of the regional FPAN program. Minimum qualifications for this position shall be a bachelor's degree, experience in archaeology, and well-developed communication abilities. A degree in Archaeology is strongly preferred.

Each Regional Center may employ additional professional and administrative and student staff, and are encouraged to engage students assistants and interns and to provide volunteer opportunities for the interested public.

4.3.1 Review of Annual Work Plan and Budget (approved by the Board of Directors 5 May 2017)

The professional staff of each Regional Center, in collaboration with the Host Institution, will prepare an Annual Work Plan and Budget. The plan will detail the proposed and planned activities for the next fiscal year and should indicate clearly how the Network's mission and goals will be addressed and implemented. The Annual Work Plan and Budget shall be submitted to the Coordinating Center and DIVISION on a date determined by the Coordinating Center.

The Network Executive Director and the State Archaeologist shall establish a template for the creation of an Annual Work Plan and Budget prepared by each Regional Center to implement the mission and goals of FPAN. Each Annual Work Plan and Budget will be reviewed by the Network Executive Director and State Archaeologist and either accepted outright or accepted pending recommended changes. In order to avoid an unacceptable Annual Work Plan and Budget, which could result in non-renewal of the hosting contract, the Coordinating Center will, if necessary, work with the Regional Center to implement the recommended changes.

4.4.1 Annual Executive Summaries (approved by the Board of Directors 5 May 2017)

The professional staff of each Regional Center will prepare an Annual Executive Summary following guidelines provided by the Coordinating Center and which covers operations during the preceding state fiscal year.

The Network Executive Director and the State Archaeologist shall review the Annual Executive Summary prepared by each Regional Center. Each Annual Executive Summary will be accepted outright or accepted pending recommended changes. In order to avoid an

unacceptable Annual Executive Summary, which could result in non-renewal of the hosting contract, the Coordinating Center will, if necessary, work with the Regional Center to implement the recommended changes.

These Annual Executive Summaries will be incorporated into the FPAN Annual Executive Summary.

4.5.1 Reporting of Expenditures of Contract Funds (approved by the Board of Directors 5 May 2017)

Funds for the Host Institution will be provided as a reimbursement of actual allowable expenses. The UNIVERSITY will notify the Host Institutions of the schedule for submission of expenditure reports. The Host Institution will submit regular reports of direct expenditures for proper UNIVERSITY pre-audit and post-audit to the Coordinating Center. Failure to produce acceptable expenditure reports may result in forfeiture of FPAN funding. The professional staff of each Regional Center will prepare Quarterly Reports of activities and a Quarterly Invoice of expenses to coincide with quarters of the state fiscal year. Quarterly Reports shall be submitted to the Coordinating Center within 30 days following the end of each quarter. Quarterly Reports will utilize a template and guidelines provided by the Coordinating Center.

4.6.1 Inventory of FPAN Property (approved by the Board of Directors 5 May 2017)

The Host Institution shall maintain an inventory of FPAN property in its possession. Only items that were purchased for \$1,000.00 or more should be included in the inventory. In the event that the Host Institution no longer hosts a Regional Center, all property on the inventory shall be delivered to the Coordinating Center, at the Host Institution's expense, pursuant to the terms of the Regional Center Contract agreement.

4.7.1 Relationship with Coordinating Center (approved by the Board of Directors 5 May 2017)

The Host Institution shall, in the spirit of collaboration and teamwork, maintain an open and mutually beneficial partnership with the Coordinating Center. Communication among the Network Executive Director, the Host Institution, and Regional Center shall be unrestricted.

The Network Executive Director and the Host Institution Technical Point of Contact (Principal Investigator) shall work together to resolve performance issues with Regional Center staff. The Host Institution must consult with the Network Executive Director prior to any personnel action that would result in the termination of employment of a Regional Center Director or Public Archaeology Coordinator.