



**Broward
Community
College**

Policy Manual

Title: Appointment of Personnel	Number: 6Hx2-3.01
Legal Authority: Fla. Statutes 240.319 (1)(1); 240.335 Fla. St. Bd. of Ed. Admin. Rules 6A-14.0262 (7)(a); 6A-14.0247 (6)	Page: 1 of 2

The President or his/her designee is responsible for recommending to the Board the appointment, assignment, suspension, and termination of all personnel. Such recommendations are subject to rejection for cause by the Board of Trustees and subject to the provisions of appropriate Florida law and rule. Employment may be denied to a person if his/her past actions have been found to disrupt or interfere with the orderly conduct, processes, functions, or programs of any other university, college, or community college.

The President is authorized to fill temporarily any vacancy and accept any termination until the next regular scheduled meeting, at which time a formal recommendation for the action shall be made to the Board. A facsimile signature in lieu of a manual signature may be used by the Chair of the Board of Trustees and the President of the College on contracts with personnel.

Under Florida law, employment contracts that do not specify a definite term of employment are terminable “at will”. Neither you nor BCC is bound to continue the employment relationship if either chooses, at will, to end the relationship at any time for any reason, other than those prohibited by law (race, color, age, national origin, religion, gender, marital status, disability, veteran status, sexual orientation or other legally protected classification). In other words, you can resign or be terminated at any time without cause. BCC is committed to making employment decisions based on job performance and the needs of the college operations.

Employment contracts that specify a definite term of employment are not terminable “at will”. Both parties must abide by the terms of the agreement; otherwise, they may be in breach of contract.

All professional technical staff will serve a 120 calendar day probationary period, excluding holidays, designated by the college, from their effective date of employment. An evaluation of the employee’s performance during this probationary period must be completed and sent to the Office of Human Resources 7 working days prior to the end of the 120 calendar days. In the event the employee does not perform satisfactorily during this period, his/her employment with the College shall be terminated, unless extended as provided in Policy 6Hx2-3.21 (*Employee Performance Appraisal*).

History: Revised September 21, 1982; revised December 15, 1987; revised May 21, 1997; revised November 22, 2006
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Approved by the Board of Trustees	Date 11/22/06	President’s Signature 	Date 11/22/06
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Anyone who accepts in writing a written offer of a position, then retracts their acceptance without Board approval, shall be reported to the Executive Director of the State Board of Community Colleges, who shall notify the presidents in the system. Such person shall be ineligible for Florida Community College employment for one year from the date of infraction.

Recommendations for appointment of all personnel shall be made by the appropriate administrator and processed via the College’s on-line personnel/payroll system.

History: Revised September 21, 1982; revised December 15, 1987; revised May 21, 1997; revised November 22, 2006

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