



Broward
Community
College

Policy Manual

Title: Resignation and Termination of Non-Instructional Personnel	6Hx2-3.25
Legal Authority: Fla. Statutes 1012.855 Number:	Page: 1 of 2

GENERAL STATEMENT

While Broward Community College (the College) emphasizes retention of its employees as its most valued resource, the College also recognizes that employee turnover is a natural occurrence. This policy provides guidelines regarding resignation and termination for non-instructional personnel within the College.

THE POLICY and THE FACULTY AND STAFF

Resignation. All non-instructional personnel are expected to give a two-week notice of intention to resign. By their last day of employment, they are responsible for returning all keys, credit cards, books, equipment and other College property in their possession. Exit interview procedures are outlined in College policy 6Hx2-3.13.

Any employee who fails to report to work for three (3) consecutive days without notice to the College shall be considered to have voluntarily resigned.

Termination. All recommended terminations to the Vice President for Human Resources and Equity must have the consent of the appropriate Vice President, Provost, or Executive Director. The Vice President for Human Resources and Equity and the Human Resource Department will assist supervisors in assessing the need to terminate an employee. Human Resources is responsible for investigating all issues that may result in termination. The College affirms its commitment to ensure that all decisions regarding termination will be in accordance with College policy 6Hx2-3.34 (Discrimination, Harassment and Retaliation) as well as with all applicable federal and state laws.

Information for represented professional technical staff is found in the Collective Bargaining Agreement (CBA) between the college and the Federation of Public Employees, Article 2.

The reasons for which an employee may be terminated include, but are not limited to, the following:

1. Violation of any College policy
2. Unacceptable attendance
3. Excessive tardiness
4. Insubordination
5. Submission of false information for payroll or employment records
6. Impaired behavior resulting from alcohol abuse or drug abuse
7. Intoxication
8. Illegal conduct or conduct which endangers any individual on campus
9. Carelessness or improper use of equipment

History: Revised as Policy

**Approved by the
Board of Trustees**

Date
05/01/08

President's Signa

J. David Anthony Jr.

Date
05/01/08



Broward
Community
College

Policy Manual

Title: Resignation and Termination of Non-Instructional Personnel	6Hx2-3.25
Legal Authority: Fla. Statutes 1012.855 Number:	Page: 2 of 2

10. Willful neglect of duty
11. Abuse or misuse of the College's computing resources
12. Physical assault
13. Willful malicious behavior which seriously affects the job performance of the individual or co-worker.

Termination with notice. Where appropriate, an employee might be given the opportunity to resign for the good of both the employee and the College. If the employee chooses not to resign, then the College will send the employee a written notice of termination.

In instances where the terminated employee has access to sensitive data or systems, the College reserves the right to place the employee on administrative leave with pay per College policy 6Hx2-3.11 for the two weeks prior to the termination date and to restrict that employee's access to the workplace.

Complaints. In accordance with College Policy 3.28 *Filing of Complaints for Administrative and Non-represented Professional Technical Staff*, any non-represented full time employees who have been terminated and have served more than 120 days with the College may file a complaint with the Vice President for Human, Resources and Equity for review of the grounds of termination.

IMPLEMENTATION and OVERSIGHT

The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy. Policy violations and appeals will be investigated by the Vice President for Human Resources and Equity and/or his/her designee.

VIOLATION OF POLICY

Violations of this policy will be investigated and may result in discipline up to and including termination.

DEFINITIONS

1. Resignation – voluntarily leaving a position of employment with the College.
2. Termination – involuntarily leaving a position of employment with the College at the instruction of an agent of the College.

History: Revised as Policy

**Approved by the
Board of Trustees**

Date
05/01/08

President's Signa

J. David Anthony Jr.

Date
05/01/08