

Policy Manual



Title: Appointment of Personnel	Number: 6Hx2-3.01
Legal Authority: Fla. Stat. §§1001.64, 1012.855; Fla. St. Bd. of Ed. Admin. Rule 6A-14.041,	Page: 1 of 2

GENERAL STATEMENT

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 POLICY and THE FACULTY AND THE STAFF

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 party 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). Broward College 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.

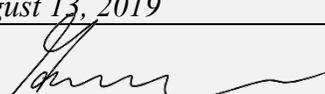
IMPLEMENTATION AND OVERSIGHT

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 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 Management*).

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

VIOLATIONS OF POLICY

Anyone who accepts in writing a written offer of a position, then retracts their acceptance without Board approval, shall be reported to the President, and a record of such retraction shall be kept for consideration. Such person shall be ineligible for employment for one year from the date of the retraction.

History: Revised September 21, 1982; revised December 15, 1987; revised May 21, 1997; revised November 22, 2006; revised February 26, 2013, revised on August 13, 2019			
Approved by the Board of Trustees	Date: 08/13/19	President’s Signature 	Date: 08/13/19

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DEFINITIONS

At Will – Termination or resignation at any time without cause.

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