

Policy Manual



Title: Personnel Contracts	Number: 6Hx2-3.09
Legal Authority: <i>F.S. 1012.83; Fla. St. Bd. of Ed. Admin. Rules 6A-14.0262 (7)(c), (e); 6A-14.0247 (6)(b); 6A-14.041; 6A-14.0411; 6A-14.0412</i>	Page: Page 1 of 2

GENERAL STATEMENT

Each person employed in an administrative or instructional capacity by the College shall be issued a contract. The contract shall specify definite terms of service, including beginning and ending dates, and salary according to appropriate salary schedule. Instructional personnel contracts may be conditioned on a minimum number of students but may not be conditioned on availability of funds, unless funded by grants or special project funds.

A retired employee may be re-employed as an instructor on a non-contractual basis during the first year of retirement when re-employed under the provisions of *Florida Statutes*, Chapter 121.091(9)(b)2.

THE POLICY and THE FACULTY AND STAFF.

Annual Contract. Annual contract shall not create the expectancy of employment beyond the term of the contract. Non-renewal of an annual contract shall not entitle the person to the reasons for non-renewal or to a hearing.

IMPLEMENTATION and OVERSIGHT

Annual Contracts Under Certain Conditions. Any employee who is otherwise entitled to receive a continuing contract may be issued an annual contract provided that the Board, upon recommendation of the President, shall by majority vote find that such employee does not meet the required standards for a continuing contract or that the required duties and responsibilities of that position have been restricted or will be needed for a limited time. Among the criteria to be considered by the Board in making this determination shall be educational qualifications, efficiency, capability and capacity to meet the educational requirements of the community, or the length of time the duties and responsibilities of this position are expected to be needed. A recommendation to issue such annual contract shall be made by the President, giving good and sufficient reasons for such recommendation, and submitted to the Board on or before April 1 preceding the College year for which the contract is to be effective; furthermore, the Board shall act on the President's recommendation at least 60 days before the ending date of the employee's current contract.

Any employee holding a continuing contract who accepts an offer of annual contract employment in a capacity other than that in which the continuing contract was awarded shall lose continuing contract status unless said employee has been granted an administrative leave of absence recommended by the President and authorized by the Board at the same time of appointment that recognizes the interim assignment and provides for returning to the original contractual status at the end of the annual appointment.

History: *Revised Revised on May 1, 2008, revised on September 25, 2012, revised on February 25, 2020; revised on February 8, 2022.*

**Approved by the
Board of Trustees**

Date:
2/8/2022

President's Signature

Date:
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Continuing Contract. In order to qualify for a Continuing Contract, an employee must be an instructional full-time regular employee who:

1. Has completed 5 years of service in Broward College during a period not in excess of 7 successive years, such service being continuous except for leave authorized and granted.
2. Was appointed for the fourth year without reservation or specifications as provided by *Florida State Board of Education Administrative Rules*, Chapter 6A-14.0412.
3. Was recommended by the President for such continuing contract based on successful performance of duties and demonstration of professional competence.

Counselors and librarians are considered instructional employees for contract purposes. Recommendations for employment of employees who are eligible for Continuing Contract shall be made to the President on or before April 1.

A recommendation to issue an annual contract to an administrative employee shall be made by the President, and submitted to the Board on or before the May meeting of the Board in the preceding year for which the contract is to be effective; furthermore, the Board shall act on the President's recommendation on or before the June meeting of the Board.

VIOLATION OF POLICY

Any employee classified under the provisions of Florida State Board of Education Administrative Rules, Chapter 6A-14.002 (1)(a) and (b), may be suspended or dismissed by the Board upon recommendation of the President. If terminated for cause, the individual has the right to a hearing as set forth in Florida State Board of Education Administrative Rules, Chapter 28.

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