

Policy Manual



Title: Temporary Duty Assignment	Number: 6Hx2-3.14
Legal Authority: Fla. Stat §1012.855	Page: Page 1 of 1

GENERAL STATEMENT

For the purpose of performing services of benefit to the College, the President may authorize a temporary duty assignment that requires an employee to be temporarily absent from his/her regular duties and/or place of employment.

THE POLICY and THE FACULTY and STAFF

Employees shall not be assigned for temporary duty for the purpose of improving rank or renewing certificates or for other personal benefits.

Temporary duty assignments requiring out-of-county, out-of-state, or out-of-country travel shall be governed by the Broward College Policy 6Hx2-6.35 (*Travel and Travelling Expenses*). Temporary duty assignments which require in-county travel do not require prior approval.

History: Issued as *Duty Leave*; revised and re-titled on December 16, 1986; revised on May 21, 1997, revised January 26, 2005, revised on September 25, 2012

Approved by the Board of Trustees	Date 09/25/2012	President's Signature 	Date 09/25/2012
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