

# Policy Manual



<b>Title: Resignation and Termination of Non-Instructional Personnel</b>	<b>Number:</b> 6Hx2-3.25
<b>Legal Authority: Fla. Stat §1012.855</b>	<b>Page:</b> 1 of 1

## GENERAL STATEMENT

While Broward 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 and may be held financially accountable for items not returned. Exit Interview procedures are outlined in College Procedure A6Hx2-3.13.

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 will be sent to the Executive Director of Talent and Culture and must have the consent of the appropriate Executive Director, Provost, Vice Provost, Vice President, or Campus President. The Employee Relations Division will assist supervisors in assessing and 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 on May 25, 2010, revised on September 25, 2012, revised on December 6, 2016, revised October 22, 2019

<b>Approved by the Board of Trustees</b>	<b>Date:</b> 10/22/2019	<b>President's Signature</b> 	<b>Date:</b> 10/22/2019
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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.

The College reserves the right to place an employee on administrative leave with or without pay per College Policy 6Hx2-3.11 and Procedure Manual A6Hx2.3.11, restrict that employee's access to the workplace and to use of College assets including computer systems and email during the termination process. Reference IT Policy A6Hx2-8.01 for additional information on termination of employee email, mainframe, and network access upon termination. All requests to restrict computer and/or building access shall be coordinated with the Employee Relations Division.

Employees who are involuntarily terminated may be deemed ineligible for rehire.

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 for review of the grounds for termination.

## IMPLEMENTATION and OVERSIGHT

The Executive Director of Talent and Culture has responsibility for the implementation and oversight of this policy. Policy violations and appeals will be investigated by the Executive Director of Talent and Culture and/or his/her designee.

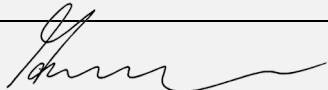
## VIOLATION OF POLICY

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

## DEFINITIONS

Resignation – voluntarily leaving a position of employment with the College.

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

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**Date:**  
10/22/2019

**President's Signature**

A handwritten signature in black ink, appearing to be 'J. ...', written over a horizontal line.

**Date:**  
10/22/2019