



## Policy: 3B-01

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 11/18/1992

### Volume 3B - Human Resources, Recruitment and Selection

## Human Resource Actions

### Policy Statement:

- A. The president shall recommend to the District Board of Trustees the appointment, leave, suspension, or termination of employees.
- B. Although the president may initiate the above human resource actions prior to official action of the District Board of Trustees, such actions shall be considered temporary until approved by the District Board of Trustees at its regular meeting. Should the District Board of Trustees fail to approve an action as recommended, an employee will be paid only for days of service performed.
- C. Definitions:
  1. Appointment
    - a. Original Appointment - The hiring of a new employee
    - b. Reappointment - Continuation of an individual's employment with the college
    - c. Reinstatement - The hiring of a former employee
    - d. Promotion - Appointment of an employee to a position in a job classification with the higher maximum salary
    - e. Reassignment - Transfer of an employee to a position in a job classification with the same maximum salary
    - f. Reduction in Grade - Appointment of an employee to a position in a job classification with a lower maximum salary
  2. Leave of Absence
 

Permission granted to an employee for extended absence from his or her duties for a specified period of time with the right of returning to employment without prejudice upon expiration of the leave
  3. Suspension
 

Temporary removal of an individual from active status
  4. Termination
    - a. Resignation - Voluntary termination of an employee from the College
    - b. Retirement - Official retirement of an employee under the Florida Retirement System, State and County Officers' and Employers' Retirement System, or the Teachers' Retirement System
    - c. Nonrenewal - Termination of an employee at the end of his or her contract
    - d. Dismissal - Involuntary discharge of an employee

**Related Items**

There are no related items for this Policy