



September 24, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: POLICY REPEALS

Given the recent policy adoption amendments, the following policies are no longer needed:

1. 6Hx28: 3B-04.1 – Recruitment of Administrative and Instructional Employees
2. 6Hx28: 3B-04.2 – Recruitment of Career Service Employees
3. 6Hx28: 3E-05.1 – Reasons for Dismissal

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the Repeal of Policies “Recruitment of Administrative and Instructional Employees”, “Recruitment of Career Service Employees”, and “Reasons for Dismissal” as presented.

A handwritten signature in black ink, reading "Sanford C. Shugart".

President



Policy: 6Hx28:3B-04.1

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

Recruitment of Administrative and Instructional Employees

Policy Statement:

All full-time administrative and instructional job openings will be advertised for four weeks beginning on a Friday and ending on a subsequent Thursday, unless otherwise approved by the president or a designee.

Policy History

Adopted: 1-19-83; Amended: 11-18-92; Formerly 6Hx28:08-01; Repealed XX-XX-14

Procedure Effective Date: 11/18/1992

Procedure Statement:

- A. When a job opening occurs, a supervisor will initiate a Personnel Recruitment Request Form (P-10).
- B. Applicants and current employees of the College are required to submit a letter of intent and updated resume for each specific opening. Applications from non-employees will be kept in continuing active status for one year and may be extended upon written request.

Procedure History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:08-01; Repealed XX-XX-14



Policy: 6Hx28:3B-04.2

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

Recruitment of Career Service Employees

Policy Statement:

All full-time career service job openings will be advertised for two weeks beginning on a Friday and ending on a subsequent Thursday, unless otherwise approved by the president or a designee.

Policy History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:09-01; Repealed XX-XX-14

Procedure Effective Date: 11/18/1992

Procedure Statement:

- A. The immediate supervisor will initiate a Personnel Recruitment Request Form (P-10) when a job opening occurs.
- B. Applicants and current employees of the College are required to submit a letter of intent and updated resume for each specific opening. Applications from non-employees will be kept in continuing active status for one year and may be extended upon written request.

Procedure History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:09-01; Repealed XX-XX-14



Policy: 6Hx28:3E-05.1

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 11/18/1992

Volume 3E - Human Resources, Standards for Performance and Conduct; Evaluation, Disciplinary Actions; Dispute Resolution Procedures

Reasons for Dismissal

Policy Statement:

- A. Career service employees constitute "at will" employees as defined by the law of Florida and may be recommended for dismissal for reasons which may include, but are not limited to, the following:
1. Excessive tardiness, excessive absenteeism, and unexcused absenteeism
 2. Falsification of official records
 3. Inability to work cooperatively with co-workers
 4. Insubordination or failure to follow supervisory directions
 5. Violation of college policies
 6. Insufficiency of productivity or quality work on the job
 7. Defacement or unauthorized removal of college property
 8. Possession of alcohol, illegal drugs, or weapons on college property
 9. Disruptive behavior, including abusive or profane language, fighting, harassing or coercing other employees, students, or guests of the College
 10. Failure to handle personal financial obligations so that the College will not become involved
 11. Conduct on or off campus which adversely affects the operation of the College or the image of the College in the community
- B. Recommendations for dismissal will include written documentation and will be initiated by the supervisor. Dismissal of an employee will be approved by the president or a designee.

Policy History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:9-10; Formerly 6Hx28:09-11; Repealed XX-XX-14