



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: EMPLOYMENT OF PERSONNEL	Number: 6.00	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 120.53, 1001.64, 1000.06 Florida Board of Education Rule 6A-14.0247, 6A-14.0262	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 12/02/08, 10/27/09	

The District Board of Trustees appoints all personnel upon recommendation of the President. Individuals who have retired from the College may be considered for positions for which they qualify but may not be appointed to a position they held previously at the College unless selected for that position via the normal advertisement and selection process. The College reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the College. In a situation in which the College requires service prior to Board approval, the employee will receive compensation until the time of Board action.

New employees may not receive paychecks or other forms of compensation until all appropriate documentation is on file in the Human Resources Office. Documentation includes all official College and university transcripts; appropriate licenses, certifications, and other documentation to support job qualifications; a copy of a high school or trade school diploma, if appropriate for the position; a signed drug-free statement; a loyalty oath; W-4 and I-9 forms; and a signed form indicating knowledge of this requirement.

Employees are responsible for maintaining required licenses and certificates, as necessary, for the areas in which they work or teach. A copy of the current license must be on file in the Human Resources Office. Failure to maintain necessary licensure or certification is grounds for termination of employment.

Employment contracts are issued to faculty and administrators. The College annually submits contractual arrangements and salary schedules for all personnel to the District Board of Trustees. Salaries for all employees are determined according to the Salary Schedule.

The Board of Trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct, if determined to be in the best interest of the College.