



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> SUSPENSION, TERMINATION, AND RESIGNATION	<b>Number:</b> 6.11	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1001.65, 1012.855	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 12/11/91, 10/22/02, 5/29/07	

### Full-Time Instructional and Administrative Employees and Other Employees with Contracts

**Suspension** – The Board of Trustees delegates authority to the President for employee suspension under narrowly-defined circumstances in order to facilitate personnel management and to maintain an orderly and productive environment.

**Termination** – At any time during the term of an employee’s contract, an employee may be suspended or dismissed upon recommendation of the President and approval by the District Board of Trustees provided that the charges against the employee are based on immorality, misconduct in office, incompetence, gross insubordination, willful neglect of duties, drunkenness or conviction of any crime involving moral turpitude as those terms are defined by Rule of the State Board of Education and provided that he or she is provided an opportunity for a hearing to be conducted, at the Board’s election, by the Board or by an Administrative Law Judge assigned by the Division of Administrative Hearings of the Department of Management Services. The President or the President’s designee shall establish a procedure for the hearing that comports with model Rules of Procedure, Florida Administrative Code Chapter 28 and section 120, Florida Statutes (2005) unless both parties agree to an alternative hearing procedure.

**Resignation** – The President or a designee may accept written resignations at any time effective upon their receipt, subject to their approval at the next regular meeting of the District Board of Trustees. Instructional Employee resignations effective the following academic year should be submitted prior to April 1<sup>st</sup>. When a resignation is submitted during the contract year, the employee requesting release shall be expected to fulfill the contract until such time as a qualified and satisfactory replacement has been secured. If a person is resigning or retiring and wishes to be compensated for accrued sick leave and/or annual leave, he or she shall observe Board Policy deadlines and eligibility requirements for such benefits as stated in policy 6.15 – Terminal Pay. Employees are required to meet all obligations to the College and are required to return College property.

### Full-Time Career Service and Professional Employees and Other Employees without Contracts

**Suspension** – The District Board of Trustees delegates authority to the President for employee suspension under narrowly-defined circumstances in order to facilitate personnel management and to maintain an orderly and productive environment.



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Termination – At any time, an employee may be terminated by the President for violation of policies and/or procedures and rules, unsatisfactory performance of job function, reorganization of position, criminal or dishonest activity, abandonment of position, excessive absenteeism or tardiness, falsification of official records, insubordination or failure to follow supervisory directions, possession of alcohol, illegal drugs or weapons on College property, disruptive behavior, including abusive or profane language, fighting, harassing or coercing other employees, students or guests of the College, conduct on or off campus which adversely affects the operation of the College or the image of the College in the community, or any other behavior which the College, in its discretion, determines to be incompatible with its objectives and detrimental to its operation. The President will recommend terminations to the District Board of Trustees for ratification.

Resignation – The President is authorized to accept resignations and shall report resignations at the next District Board of Trustees regular meeting. If a person is resigning or retiring and wishes to be compensated for accrued sick leave and/or annual leave, he or she shall observe Board policy deadlines and eligibility requirements for such benefits as stated in policy 6.15 – Terminal Pay. Employees are required to meet all obligations to the College and are required to return College property.