



**Title: Designation of Restrooms and Changing Facilities in Postsecondary Institutions**

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**Implementing Procedure For Policy # N/A**

**Date Approved**

**Division: Human Resources**

**1. Purpose.** In accordance with Florida Board of Education Rule 6A-14.00612, the purpose of this procedure is to establish requirements regarding restroom and changing facilities at Florida College System institutions pursuant to Section 553.865, Florida Statutes.

**2. Use of Restrooms and Changing Facilities.** As a Florida College System institution, the College of Central Florida is obligated to comply with Section 553.865, Florida Statutes, concerning the use of College restrooms and changing facilities by individuals based on biological sex at birth. Specifically, each restroom or changing facility shall be designated for exclusive use by males or females, based on biological "sex" at birth, as that term is defined by Section 553.865(3), Florida Statutes, or, alternatively, be designated as a unisex or "family" restroom. Each College of Central Florida employee shall only use restrooms or changing facilities designated as unisex, family, or for use by such employee's biological sex at birth.

**3. Reporting.** Complaints alleging a violation of #2 above will be reported to the Director of Public Safety.


**4. Investigation.** The Manager of Public Safety, or their designee, shall investigate the reported violation of #2 above. Such investigation shall include an interview of the individual making the complaint, if known, and the person alleged to have violated #2, if known. After such investigation, the Manager of Public Safety, or their designee, shall make a determination of whether reasonable cause exists to believe that an offense occurred. Such findings and determination shall be reduced to writing and a record maintained.

**5. Violations.** Any employee who willingly enters a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by administrative personnel, faculty, security personnel or law enforcement personnel, will

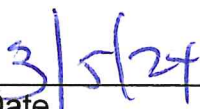
be subject to disciplinary action as follows:

- a) Disciplinary action may utilize a progressive discipline process that includes verbal warnings, written reprimands, suspension without pay and termination.
- b) Disciplinary action shall be based on the specific circumstances of the offense; however, a second documented offense shall result in a termination.
- c) The College shall document violations of Section 553.865(9)(c), Florida Statutes, and retain such documentation according to the institution's records retention policies. Such documentation must, at minimum, include the name of the offender, the person that asked the offender to leave the restroom, and the circumstances of the event, sufficient to establish a violation.
- d) Administrative personnel, students, faculty members, security personnel and law enforcement personnel have the right to file a complaint with the Attorney General alleging that the educational institution has failed to meet the minimum requirements for restrooms and changing facilities under Section 553.865(4) and (5), Florida Statutes.
- e) Notwithstanding any other provisions set forth herein, the College reserves the right and shall not be prohibited from immediately terminating an employee for violation of this Administrative Procedure.

  
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Vice President

  
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Date

  
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Approved by President

  
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Date