

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	DUE PROCESS FOR CAREER PERSONNEL	02-1701	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.1 Authority to Hire	August 22, 2016	

Purpose

The purpose of this procedure is to specify the due process for career employees of Florida State College at Jacksonville.

Procedure

- A. A written recommendation with supporting documentation for suspension or termination of a career employee shall be forwarded by the supervising administrator to the appropriate Vice President, Campus President/Executive Chair, or designee, for review. The written notification will detail the specific act(s) of misconduct for which they are being charged. If approved, the recommendation and supporting documentation is forwarded to the Chief Human Resource Officer (CHRO) for final review. The CHRO may approve a recommendation to terminate the employee as the College President's designee.
- B. If approved, the Vice President, Campus President/Executive Chair, or designee, shall provide the employee with a written notice of suspension or termination which shall also include the effective date. A copy of the letter shall be placed in the employee's personnel file.
- C. The employee has two (2) business days to request a hearing with the appropriate Vice President, Campus President/Executive Chair, or designee, to present relevant information regarding the recommendation for suspension or termination. If a hearing is requested, the appropriate Vice President or Campus President/Executive Chair shall advise the employee in writing of the date, time and location of the hearing. Upon the completion of the hearing, the Vice President or Campus President/Executive Chair shall forward a written final decision to the employee with a copy to the Office of Human Resources for placement in the employee's personnel file.
- D. An employee may be immediately removed from College property once provided with the recommendation of suspension or termination. If an employee has any remaining personal property, the employee shall coordinate a time with the supervising administrator to retrieve said items.
- E. An employee may be immediately removed from College property if the supervising administrator and appropriate Vice President, Campus President/Executive Chair, or designee, determine the employee poses a disruption or threat to the operation of the department or College.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: February 5, 1990

Revision Date: June 27, 2012, May 6, 2014, June 2, 2015, August 22, 2016