

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	DUE PROCESS FOR ADMINISTRATIVE AND PROFESSIONAL PERSONNEL	02-1702	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.1 Authority to Hire	August 22, 2016		

## **Purpose**

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

## **Procedure**

- A. A written recommendation with supporting documentation for suspension or termination of an administrative or professional employee shall be forwarded by the supervising administrator to the appropriate Vice President, Campus President/Executive Chair, or designee, for review. 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 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. The employee may be immediately removed from College property once the copy of recommendation for suspension or termination has been received. 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: November 2, 1987

Revision Date: June 11, 2013, June 2, 2015, August 22, 2016