

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	CONTRACTS FOR FULL-TIME ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES	03-0501	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
	6Hx7-3.6 Contracts	August 13, 2024	

### **Purpose**

The purpose of this procedure is to describe the process for employee contracts to be issued by the College to full-time administrative and professional employees.

### **Procedure**

- A. An initial annual contract will be issued by the College to all newly hired full-time administrative and professional employees in accordance with Board Rule 6Hx7-3.6.
- B. Annual contracts cover the period July 1<sup>st</sup> to June 30<sup>th</sup>. Contracts may be issued for a partial year.
- C. The employee is responsible for returning the signed contract to the Office of Human Resources within five (5) working days from receipt.
- D. Annual contracts will renew unless a non-renewal recommendation is submitted to and approved by the College President or appropriate Vice President. Employees who are non-renewed are to be notified in writing by the appropriate supervisor. In accordance with SBE 6A-14.041(3), a contract shall not create the expectancy of employment beyond the term of the contract. Nonrenewal of a contract shall not entitle the person to a hearing.

REFERENCES: F.S. 1001.64, 1001.65, 1012.83, 1012.855, SBE Rule 6A-14.041

Adopted Date: November 2, 1987

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