



RULES OF THE BOARD OF TRUSTEES

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- (1) The College President shall establish and implement procedures, in accordance with §1001.65, Florida Statutes, to hire, appoint, transfer, suspend, terminate and evaluate all personnel of the College. The employment of all newly hired personnel is subject to rejection by the District Board of Trustees (DBOT) for cause. The College President and the DBOT shall establish procedures for the DBOT's timely and appropriate consideration of all newly hired personnel.
 - A. In accordance with all applicable laws, rules and procedures, the College President is authorized to designate administrators to approve the employment of students in student employment programs.
 - B. Employees of the College may not supervise nor shall they recommend the appointment, employment or advancement of any relative or member of their household in or to a position in the College over which the employee exercises jurisdiction or control.
 1. A relative is defined as a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.
 2. Mere approval of budgets outside of the campus or College departmental chain of command shall not be sufficient to constitute "jurisdiction or control" for the purposes of this section.
- (2) The College President, College President's designee or the Chief Human Resources Officer (CHRO) shall be authorized to extend a written offer of employment to a candidate for a specific full-time contractual position with the College. A candidate who fails to notify the College of acceptance of such offer within five (5) work days from the date of issue, shall be deemed to have declined the offer. This time limit may be waived by the College President or the (CHRO) provided that the reasons for the delay are submitted in writing and justify waiver of the period of time for acceptance.
- (3) All candidates recommended for employment shall submit to pre-employment requirements for criminal history background reviews and reference checking and have the results received and reviewed before commencing employment. Current employees who apply for transfers or advancement opportunities shall meet the same requirements as external applicants for employment. Candidates for positions that are pursuant to federal contracts shall be screened through the E-Verify system, or functional equivalent. The College may require pre-employment drug screenings for certain "safety sensitive" positions or other positions where it is required by law, including but not limited to, Class C vehicle licensed drivers, health science clinical instructors, and campus safety officers, etc. The CHRO, or designee, will be responsible for ensuring that all local, state and federal screening requirements are met.



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- (4) The CHRO shall establish procedures for the identification and employment of qualified temporary personnel to ensure that individuals are available for the orderly and efficient operation of the College.
- (5) The College President shall establish procedures and standards to ensure that necessary personnel are employed and on duty for the time required to fulfill the requirements of the College.
- (6) The College President shall establish procedures for defining and administering the probationary period of employment for career employees.

(General Authority: F.S. 1001.64, 1001.65, 1012.855)

(Revised 07/01/74, 07/13/78, 06/23/80, 03/16/83, 03/20/85, 03/19/86, 05/31/89, 04/15/93, 01/09/01, 12/03/02, 12/07/04, 02/01/05, 03/07/06, 03/04/08, 11/3/09, 09/09/14, 12/13/16 Formerly 4.3)