

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	DESKTOP PROCEDURES	02-0406	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-2.2 Internal Organization	October 8, 2025	

Purpose

The purpose of this procedure is to establish the requirements and guidelines for the development, maintenance and distribution of desktop procedures at Florida State College at Jacksonville (FSCJ/College) as they relate to the various functions (manual or computerized) being performed within a given administrative unit.

Procedure

- A. Administrators are responsible for the development and maintenance of desktop procedures for the various functions being performed within their administrative unit as necessary and appropriate. Desktop procedures should detail the steps necessary to ensure compliance, on the part of College employees, with approved administrative procedures.
- B. Desktop procedures should allow for the easy reassignment of existing work, the easy cross-training of employees and the rapid training of new employees by providing step-by-step instructions as to how each task associated with a given job is to be performed. Desktop procedures should be consistent with College Board Rules and the Administrative Procedure Manual (APM).
- C. Each employee should have access to a copy of the procedure(s) that pertain to their assigned duties and tasks. These procedures should be reviewed with the employee upon assumption of a duty or task and periodically thereafter.

REFERENCES: F.S. 1001.64, 1001.65

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