

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

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

Procedure

- A. A written recommendation with supporting documentation for suspension or termination of a an administrative, professional or career employee shall be forwarded by the supervising administrator to the College President, appropriate Vice President, 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 or suspend the employee as the College President's designee.
- B. If approved, the supervising administrator shall provide the employee with a written notice of suspension or termination, signed by the College President, appropriate Vice President, or designee, 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 submit a written appeal with the College President, appropriate Vice President, or designee. The appeal should include all facts or information that refute the basis for suspension or termination and include the names and contact information of any witnesses. Within five (5) business days of receipt of the appeal, the College President, appropriate Vice President, or designee, will advise the employee in writing of the outcome of the appeal or if additional time or information is necessary.
- D. Upon completion, the College President, appropriate Vice President, or designee, shall forward the written final decision to the Office of Human Resources for placement in the employee's personnel file.
- E. 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.
- F. An employee may be immediately removed from College property if the supervising administrator and College President, appropriate Vice President, or designee, determine the employee poses a disruption or threat to the operation of the department or College.



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REFERENCES: F.S. 1001.64, 1001.65

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