

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	CONTRACTS FOR FULL-TIME ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES	03-0501	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.6 Contracts	June 28, 2023	

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 who have been approved by the District Board of Trustees for employment, in accordance with Board Rule 6Hx7-3.6.
- B. Annual contracts cover the period July 1st to June 30th. 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.

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

Adopted Date: November 2, 1987

Revision Date: March 23, 2004, July 7, 2015, October 17, 2016, June 28, 2023