

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	CONTRACTS FOR FULL-TIME SENIOR MANAGEMENT, ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES	03-0501	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.6 Contracts	December 10, 2025	

Purpose

The purpose of this procedure is to describe the process for Florida State College at Jacksonville (FSCJ/College) employee contracts to be issued by the College to full-time senior management, administrative and professional employees.

Procedure

- A. An initial annual contract will be issued by the College to all newly hired full-time senior management, administrative and professional employees 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. Senior management may be given multi-year contracts not to exceed three (3) years.
- 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 the reasons for non-renewal or 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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