

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Designation and Reclassification of Positions;
Appointment, Promotion, Transfer,
Suspension or Dismissal of Employees

NUMBER: 5.03

AUTHORITY: Florida Statutes 1001.64 (18); 1001.65 (3)

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HISTORY: New - 8/1/68
Amended - 9/12/73, 6/19/96, 1/16/07
Reviewed – 3/2/09

DATE ADOPTED:

1/16/07

1. For positions subject to District Board approval, the President or designee is authorized to:
 - a. Designate positions to be filled.
 - b. Establish minimum qualifications required for each position and approve position description.
 - c. Reclassify positions.
(A reclassification is the realignment of a position to other positions in a classification group when it is determined that the position, because of its assigned responsibilities, needs to be moved to a higher or lower level on the Salary Schedule. The President may recommend to the District Board a new salary for non-faculty positions at the time of the reclassification recommendation.)
2. For personnel subject to District Board approval, the President or designee is authorized to
 - a. Appoint personnel.
 - b. Promote personnel in keeping with the Faculty Rank & Promotion Plan, Internal Promotions Procedure 5-23 and Staffing Procedure 5-14
 - c. Transfer personnel.
(A transfer is the reassignment of an employee within the same grade/level job or to a different work location or department within the College. The President may recommend a new salary for a non-faculty employee to the District Board at the time of the transfer recommendation.)
 - d. Suspend or dismiss personnel according to law and Rules of the State Board of Education and in accordance with District Board Rules.
 - e. Declare a Reduction in Force (RIF) of personnel as a result of fiscal exigency, reorganization, and/or right-sizing.
 - f. Enforce terms of personnel contracts and execute the agreement by the State Board for appointment of faculty and administrative personnel.