

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: General Employment Policies for Non-Faculty Employees

NUMBER: 5.07

AUTHORITY: Florida Statutes 1001.64 (18), (44); 1012.83

PAGE: 1 of 1

HISTORY: New - 8/1/68

Amended – 9/10/69, 9/12/73, 10/15/80, 19/17/84, 9/21/88, 1/19/94,
6/19/96, 6/15/04, 2/20/07, 4/21/09

DATE ADOPTED:

4/21/09

REFERS TO PROCEDURE NUMBER:

PRO 5-13, 5-14, 5-16 and 5-20

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1. The President is authorized to appoint full or part-time staff employees as may be needed without prior approval of the District Board.
 2. Staff employees are employed at the will and pleasure of the College and may be terminated at any time.
 3. The District Board Rules and Administrative Procedures of the College are not intended to create, nor are they to be interpreted as, a contract of employment or to give any staff employee any right to or expectancy of continued employment or employment in a particular job or capacity.
 4. All new staff employees, as well as those transferring to a different position, shall serve a probationary period of ninety (90) calendar days from the date of hire or transfer; this probationary period may be extended up to an additional ninety (90) days.
 - a. During the probationary period, the employee's qualifications, performance and skills on the job shall be closely monitored and evaluated by the employee's immediate supervisor.
 - b. Newly hired staff employees who have completed the probationary period by the effective date of any salary increase will be eligible to receive the increase.
 5. No staff employee may be transferred, promoted, demoted, suspended, dismissed or terminated without the approval of the President or designee.
 6. Professional and Managerial employees must give two (2) weeks written notice of resignation. Administrators must give thirty (30) days written notice of resignation. Failure to do so is cause for accrued paid leave to not be paid. At the sole discretion of the College, per its business needs, the notice of resignation may be reconsidered and adjusted accordingly.
 - a. The resignation shall be submitted to the Vice-President (or President) in his/her area with a copy to the Human Resources Department.
 - b. Staff employees are expected to work during their resignation notice period. No part of accumulated vacation or sick leave may be used as part of the resignation notice period, unless permission is given in advance from the President or designee.
 - c. Failure to perform assigned duties during the resignation notice period could be considered absence without leave and accumulated vacation or sick leave that is eligible for payment and/or transfer will be subject to loss.