

# MANUAL OF POLICY

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**POLICY NUMBER:** II-16A **PAGE** 1 of 1

**POLICY TITLE:** Full-Time Non-Instructional Personnel: Lay-Off; Reduction-in-Force


**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013 and 9/17/2024

**DATE OF BOARD ACTION:** 9/11/1974, 10/23/2001, 9/29/2005, 7/21/2009 and 9/17/2024

This policy will be utilized whenever there is to be a consolidation, staff reduction, lay-off or reduction-in-force of full-time non-instructional personnel at the College, including but not limited to, any such action in any department, division, area, school, center, campus or the entire College.

Prior to implementing any lay-off/reduction-in-force, the College will formulate a plan for the reduction-in-force based on the needs of the College which shall be the controlling factor in determining the extent of any lay-off/reduction-in-force and the function(s) to be eliminated. Implementation of the plan shall be subject to all applicable laws.

	9/17/2024
<b>CHAIRMAN</b>	<b>DATE</b>