

MANUAL OF POLICY

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 and 7/21/2009

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

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.

	7/21/09
CHAIRMAN	DATE