

# MANUAL OF POLICY

---

**POLICY NUMBER:** II-17

**PAGE** 1 of 1

**POLICY TITLE:** All Personnel: Employment Documentation

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007 and 7/21/2009

**DATE OF BOARD ACTION:** 2/4/1970, 9/21/1999, 10/23/2001, 9/29/2005, 6/19/2007 and 7/21/2009

## **A. NEW EMPLOYEES**


New employees must comply with all procedures relating to new employment and must have completed documentation relating to new employment on file with the Division of Human Resources prior to beginning work. The College may take whatever action it considers appropriate up to and including, without limitation, termination of employment if new employment requirements are not satisfied within the extended time frame.

## **B. DEPARTING EMPLOYEES**

Prior to leaving the College, all employees must surrender all College property.

See College Procedure 2132: Separation for Employment (Resignation/Termination)

See College Procedure 2134: Withholding Salary Checks

	7/21/09
<b>CHAIRMAN</b>	<b>DATE</b>