

# MANUAL OF POLICY

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**POLICY NUMBER:** II-71 **PAGE** 1 of 1

**POLICY TITLE:** All Full-Time Non-Instructional Personnel:  
Performance Standards and Grievances/Appeals

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64


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

**DATE OF BOARD ACTION:** 7/1/1968, 12/12/1973, 3/26/1979, 9/21/1999, 10/23/2001, 6/24/2003,  
6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013 and 9/17/2024

The College President establishes performance standards and a grievance process for non-instructional employees. These include written guidelines regarding performance standards expected of all employees, and disciplinary measures that may be invoked if acceptable standards are not maintained. The College generally follows a process of progressive discipline for full-time non-instructional employees. Depending on the severity of the infraction, this process may include counseling, written reprimand, probation, suspension, and finally, termination for cause. More serious disciplinary action up to and including termination may be used on first occurrence.

A grievance process provides all non-instructional employees with an opportunity to resolve alleged grievances in a timely and equitable manner. This is a District Board of Trustees-approved mechanism, in which the last level of appeal is made to the College President or designee, whose decision is final on behalf of the College.

Performance standards and the grievance process are contained in College Procedure 2410: Performance Standards and Appeal Process for All Full-Time Professional Exempt Contractual and Support Employees.

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