

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2000

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**PROCEDURE TITLE:** Personnel Actions Fiscal Year Calendar

**STATUTORY REFERENCE:** Florida Statutes 1001.64 and 1012.855

**BASED ON POLICY:** II-2 All Personnel: Personnel Actions and Levels of Appeals

**EFFECTIVE DATE:** August 1, 1994

**LAST REVISION DATE:** March 9, 2010


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## **I. PURPOSE**

To publish annually, for the convenience of College Administrators, a chronological listing of activities for the year.

## **II. PROCEDURE**

The Human Resources Activity Calendar listing personnel related specific action dates is posted on the HR web site at [www.mdc.edu/hr/Calendars/](http://www.mdc.edu/hr/Calendars/).

	3/09/10
<b>PRESIDENT</b>	<b>DATE</b>