

# MANUAL OF POLICY

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**POLICY NUMBER:** II-12

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**POLICY TITLE:** All Personnel: Evaluations

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

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

**DATE OF BOARD ACTION:** 2/8/1978, 9/21/1999, 10/23/2001, 9/29/2005, 7/19/2011 and 2/26/2019

- A. The College President or designee may require, in accordance with applicable law, evaluation of any College employee by a licensed or certified healthcare professional. The evaluation may be conducted through the College's Independent Medical Consultant process or through another process deemed appropriate by the College.
- B. The College President may authorize drug testing as a part of the hiring process for any and all new employees, especially when the position to be filled involves the use of hazardous materials, machinery, mechanical devices, electrical/mechanical construction, maintenance and repair; or for Public Safety positions, shipping/receiving/delivery positions and other potentially hazardous positions.
- C. Such evaluations may also be directed if there is sufficient evidence to suggest that the employee's performance has deteriorated below acceptable standards and the employee is not able to do the job successfully or safely.

	2/26/19
<b>CHAIRMAN</b>	<b>DATE</b>