

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Personnel Actions	NUMBER: 04-06
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: • Administrative Procedure 04-06AP: Personnel Actions
DATE ADOPTED: 12/01/97; Revised 01/22/01, 06/17/02, 11/22/10	

The President shall recommend original appointments and separations required for Board approval. Although the President may initiate these actions prior to official action of the Board, such actions shall be considered temporary until approved by the Board at its regular meeting. Should the Board fail to approve an action as recommended, an employee will be paid only for days of service performed unless otherwise authorized by the Board.

A. Appointment

Recommendations for appointment of employees shall be made to the Director of Human Resources by the President or Executive Committee Member.

The Director of Human Resources shall submit to the President the names of employees appointed for consideration by the District Board of Trustees.

B. Personnel Actions Requiring Employee Notice

Notice of reduction in pay, reassignment, reduction in force, or demotion shall be sent to the employee by certified mail, return receipt requested, prior to the College taking the action.