

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

<b>TITLE:</b> In Processing of New Employees	<b>NUMBER:</b> 04-09
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>• <a href="#">Administrative Procedure 04-09AP: In Processing of New Employees</a></li></ul>
<b>DATE ADOPTED:</b> 12/01/97: Revised 05/24/99, 11/22/10	

New employees are required to complete forms, provide documentation, and participate in the appropriate orientation(s) as required by Human Resources Department procedures.