



# Northwest Florida State College

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**TITLE: SUPENSIONS, TERMINATIONS, OR RETURN TO ANNUAL CONTRACT STATUS**

**AUTHORITY: FS 1001.65(3)**

**SEE ALSO:** [Click here to enter text.](#)

**DATE ADOPTED: 5/1/1998**

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**SIGNATURE OF BOARD SECRETARY:**

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## PURPOSE OF POLICY

To document process to be used in the event of employee resignations or terminations.

### Local Language

Per [FS 1001.65\(3\)](#), the President is authorized to accept resignations of College personnel. The resignations will be reported on the Personnel Agenda in the next regularly scheduled Board of Trustees meeting.

A contract employee with the College who resigns within the contract period shall file his/her resignation on a timely basis with the College President. The resignation shall be included on the Personnel Agenda at the next regularly scheduled meeting of the Board of Trustees.

Involuntary personnel terminations or a return to annual contract status shall require action by the Board of Trustees based on the recommendation of the President.

The President is authorized to suspend an employee based on appropriate cause with or without pay pending final action by the Board of Trustees.