

## College Operating Procedures (COP)



**Procedure Title:** Employee Acceptance of State Laws, College Policies and Procedures

**Procedure Number:** 05-0106

**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:1.01

Florida Statute 1001.64; 1012.80

Florida Administrative Code n/a

**Procedure Actions:** Adopted: 1/15/2010; 11/1/2010; 11/14/2013, 11/18/2020; 03/11/2025

**Purpose Statement:** Florida Statutes obligate all employees of state institutions of higher education to consent to the policies of the institution and laws of the State of Florida as a condition of employment.

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### Guidelines:

It is the policy of Florida SouthWestern State College (FSW) to comply with all applicable federal and state laws, rules, and regulations. By accepting employment at FSW, FSW employees consent to and agree to comply with all policies and procedures of the College as applicable, and all applicable federal and state laws, rules and regulations.

All Florida SouthWestern State College employees agree, in writing, to follow all state laws, policies, and procedures as part of the employment application process. In addition, all employees must sign a loyalty oath at the time of hire.