

College Operating Procedures (COP)



Procedure Title: Reduction in Force
Procedure Number: 05-1001
Originating Department: Office of Human Resources

Specific Authority:
Board Policy 6Hx6:5.02
Florida Statute 1001.64, 1001.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; 7/1/00; 12/2/08; 11/1/10;
04/21/15;03/11/2025

Purpose Statement: To establish a procedure to terminate College employees for shortage of funds, lack of work or other reasons.

Guidelines:

Any employee may be laid off when it becomes necessary by reason of, but not limited to: shortage of funds, lack of work, the abolition of a position or material changes in job duties or organizational structure, or for other reasons within the discretion of the College.

Consideration shall be given to educational qualifications, efficiency, compatibility, character, and capacity to meet the needs of the College when determining layoffs.

Laid-off regular employees will receive payment for accrued vacation time, in accordance with the vacation policy, at the employee's current rate of pay. No payment for accrued sick leave is provided; however, if the employee is reemployed, his/her sick leave balance will be reinstated.

All proposed staffing plans that result in a reduction in force, must be reviewed with the Chief Human Resources and Organizational Development Officer, General Counsel, and approved by the College President.