

## College Operating Procedures (COP)



<b>Procedure Title:</b>	Employee Acceptance of State Laws, College Policies and Procedures
<b>Procedure Number:</b>	05-0106
<b>Originating Department:</b>	Office of Human Resources
<b><u>Specific Authority:</u></b>	
Board Policy	6Hx6:1.01
Florida Statute	1001.64; 1012.80
Florida Administrative Code	n/a
<b>Procedure Actions:</b>	Adopted: 1/15/2010; 11/1/10; 11/14/13
<b>Purpose Statement:</b>	To notify employees of statutory requirement to consent to policies and procedures of the College and laws of the State.

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### Guidelines:

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.

All 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. Employees that violate the policies of the College, the laws of the State of Florida or who provide inaccurate or incomplete information upon employment may be subject to disciplinary action including termination.