



Santa Fe College Rules Manual

Title: Employment Contracts

Rule 3.9

General Authority: FS 1001.02(6), 1012.83

Law Implemented: FS 1001.64(18); 6A-14.041, 6A-14.0411, FAC

Effective Date: August 19, 1982

Purpose: To state the general requirements and conditions relating to employment contracts.

The Board of Trustees shall provide written contracts in a form prescribed by the Commissioner as referred to in State Board of Education Rules. Copies of the contract forms are available at the Human Resources Office and are incorporated by reference into these Rules.

Issuance of Continuing Contracts

The provisions of Rule 6A-14.0411 FAC are hereby incorporated by reference into these College Administrative Rules. A copy of the entire text of this rule is available at the Office of the President for inspection.

Any employee accepting an annual assignment with the College in a capacity other than that in which continuing contract status was granted shall be automatically given administrative leave of absence from the continuing contract status and have the effect of maintaining the continuous service conditions with the Board unless otherwise stipulated by Board action.

Grant Related Service

Contracts issued under terms and/or conditions specified in a grant are not binding on the College beyond the grant period. Grant-related service is not applicable for tenure except in instances where a Fund I employee is transferred to a grant position; then at the discretion of the College, the time spent in the grant position may be counted towards a continuing contract.

Annual Contracts Under Certain Conditions

Any employee who is otherwise entitled to receive a continuing contract may be issued an annual contract, provided the Board, upon the recommendation of the President, shall by majority vote find that such employee does not meet the required standards for a continuing

contract or that the required duties and responsibilities of that position have been restricted or will be needed for a limited time subject to the provisions of Rule 6A-14.0411, FAC

Non-Renewal of Annual Contracts

The Board of Trustees or the President may determine not to renew the annual contract of an instructor or administrator in accordance with the following procedures:

- A. Notice of Non-Renewal: When it is determined that an employee is not to be reappointed, that employee shall be notified in writing of the expiration date of his contract and that it will not be renewed. This action does not release the College from the contractual commitment to compensation for the employee until the date the contract expires. The notice of non-renewal should be transmitted to the employee no later than the 1st of April of the contract year.
- B. Reasons for Non-Renewal: The reasons for the determination not to renew the employment contract need not be stated.
- C. Expectancy of Re-Employment: The Board of Trustees owes no further contractual obligation to an instructor at the expiration of his annual contract. The Board has no obligation to renew the contract of an instructor on annual contract. The Board owes no further obligation to an administrator at the expiration of his annual contract. The Board has no obligation to renew the contract of an administrator on annual contract. However, an administrator who has earned continuing contract status as an instructor and whose administrative contract is not being renewed, retains his continuing contract status as an instructor unless this status is changed by due process. An administrator who is serving in a capacity other than that in which continuing contract status was earned is considered to be on administrative leave of absence.

Only the President is authorized to give assurances of employment beyond any current contract period to any instructor or administrator employed by the Board. If an employee asserts that he/she has acquired an expectancy of re-employment, any such assertion, including the basis therefor, must be fully set forth in writing to the President within 15 days from the date of notice of non-renewal and must be within the aforementioned limitation.