

ADMINISTRATIVE RULES

Title: SEPARATION FROM EMPLOYMENT	Identification: 6HX-10-10-3.06
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	Effective Date: 01/24/18
Authority: FS 1001.64; 1001.65	Signature/Approval: Dr. Ken Atwater

PURPOSE

This administrative rule establishes College policy concerning separation from employment at Hillsborough Community College.

RULE

The term "separation from employment" may include the following:

- A. Resignation-Voluntary resignation of employment
- B. Retirement-Voluntary retirement through a retirement system
- C. Non-Renewal-Separation of employment at end of contract term
- D. Termination-Involuntary discharge from employment
- E. Reduction in force – Separation as a result of downsizing

The President will make recommendations to the Board of Trustees for approval of all terminations, to acknowledge the non-renewal of contracted personnel and employee resignations, and to recognize employee retirements.

Hillsborough Community College requires a written notice of an employee's notice of resignation from employment at the College. Personnel will be entitled to separation pay for accrued leave at the time of their separation, pursuant to Board policies and the provisions of state rules and laws

History: Adopted: 12/71; Amended: 8/72, 12/74, 3/86, 5/87, 6/15/05; Formerly, 6HX-10-2.019