

## ADMINISTRATIVE RULES

<b>Title:</b> <b>PERSONNEL APPOINTMENTS</b>	<b>Identification:</b> <b>6HX-10-3.03</b>
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	<b>Effective Date:</b> <b>6/15/2005</b>
<b>Authority:</b> <b>SBE 6A-14.0261</b> <b>FS 120; 1001.64; 1001.65</b>	<b>Signature/Approval:</b> <b>Dr. Gwendolyn W. Stephenson</b>

### PURPOSE

This administrative rule establishes College policy for the reappointment, rehire, promotion, reassignment, reduction in grade and temporary appointment of College personnel.

### RULE

The President is authorized to develop procedures for the reappointment, rehire, promotion, reassignment, reduction in grade and temporary appointment of College personnel.

Reappointment -This is a continuation of an individual's employment with the College.

Rehire -This is hiring a former employee.

Promotion -This is the appointment of an employee to a position in a job classification in a higher grade.

Reclassification -The reclassification of a position may result from changes in the duties and responsibilities; a redistribution of work assignments that significantly alter duties and responsibilities; or the revision of the position descriptions. A position may be classified to a classification in a higher, lower, or the same grade.

Reassignment - Personnel may be reassigned to permit the College to obtain the maximum utilization of their services.

Transfer -The President will establish procedures that permit employees to transfer to an open position for which the employee is qualified if the transfer is for the benefit of the College.

Reduction in Grade - Appointment of an employee to a position in a job classification of a lower grade.

Temporary Appointment -The President may transfer personnel to vacant positions as needed when it is in the best interest of the College. Further, the President may appoint personnel to a temporary status to provide opportunities to evaluate a position and/or complete the hiring process.

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Provisions in HCC collective bargaining agreements concerning personnel appointments will be followed for designated personnel.

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### **History:**

Adopted: 2/19/76 and 5/19/86; Revised: 5/19/86; 10/15/86; 12/17/86; 5/18/88; 7/21/93; 9/21/94. Formerly 6HX-10-2.026 (Transfer, Reassignment and Reclassification of Employees) and 6HX-10-2.050 (Emergency Personnel Actions)