

## FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



### NOTICE OF PROPOSED REVISED REGULATION

**DATE:** March 12, 2018

**REGULATION CHAPTER NO.:** Chapter 10.106

**REGULATION CHAPTER TITLE:** 10

**REGULATION TITLE AND NUMBER:** Non-reappointment and Separation of Administrative & Professional (A&P) Employees (10.106)

**SUMMARY OF REGULATION:** This amended regulation is being amended to specify the A&P “sixty (60) days’ notice” period as sixty (60) calendar days. This will support consistency in the application of the notice period going forward.

**AUTHORITY FOR REGULATION:** Section 7, Article IX, Florida Constitution and Board of Governors Regulation 1.001.

**RESPONSIBLE VICE PRESIDENT/UNIVERSITY OFFICIAL INITIATING THIS REGULATION:** Dr. Wanda Ford, Vice President for Finance and Administration.

**PROCEDURE FOR COMMENTS:** Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:** Joyce Ingram, Associate Vice President and Chief Human Resources and Diversity Officer, Foote-Hilyer Administration Center, 1700 Lee Hall Drive, Suite 211, Tallahassee, Florida 32307, (850) 412-5146 (Telephone), (850) 561-2080 (Facsimile), joyce.ingram@famuedu.edu.

**FULL TEXT OF THE PROPOSED REGULATION:** The full text of this new/amended /repeal regulation follows:

## Florida A&M University Regulation



### **10.106 Non-reappointment and Separation of Administrative & Professional (A&P) Employees.**

(1) The President or President's designee may choose not to renew the employment of Administrative and Professional (A&P) employees, including the Executive Service. The notice of non-reappointment or intention not to reappoint an A&P employee shall be in writing. On or before March 1st of each contract year, the President or the President's designee shall notify any employee who will be non-reappointed.

(a) Administrative and Professional (A&P) employees appointed to positions of Head Athletic Coach, Associate Head Athletic Coach, or Assistant Athletic Coach, may be non-reappointed as provided in section 1 above, unless their employment contracts provide otherwise.

(b) A&P employees who are appointed to established positions with an appointment status modifier or type, other than Regular (for example, Acting, Temporary or Visiting) are not entitled to a notice of non-reappointment.

(c) A&P employees who are issued an employment contract with a clause providing that employment will cease on the date indicated and further notice is not required, are not entitled to the notice of non-reappointment referenced in this regulation.

(d) The notice of non-reappointment shall include the expiration date of the current contract and the last date of employment with the University. Non-reappointment actions are not subject to appeal or any access to any complaint procedural steps.

(e) The President or President's designee may, in the best interest of the University, at any time, assign such A&P employee to other University assignments.

(2) Following the receipt of notice of non-reappointment, an A & P employee may be reassigned to other duties and responsibilities, placed on administrative leave, or paid an amount, less withholding, equal to the compensation s/he would have received prior to the effective date of the non-reappointment notice.

(3) Notwithstanding the provisions of section 1 herein, an A&P employee may be separated from University employment. An A&P employee shall not have tenure and no expectation of appointment beyond a sixty (60) calendar days' notice.

*Specific Authority: Article IX, Section 7, Florida Constitution, Board of Governors Regulation 1.001.  
History-New 6-27-1996; Amended 12-01-05; Amended 03-08-18.*