

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5244

TITLE: DISMISSAL OR SUSPENSION OF EMPLOYEES

BASED ON POLICY: 5.24 COLLEGE EMPLOYEES: EMPLOYMENT, PROMOTION,
TRANSFER, DEMOTION, SUSPENSION, AND
DISMISSAL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/HUMAN RESOURCES

I. Purpose:

To provide information concerning dismissal/suspension practices and procedure

II. Procedure:

- A. The South Florida State College District Board of Trustees (DBOT) may dismiss any employee upon recommendation of the president at any time during the College year. The president may suspend any employee, with or without pay, at any time.
- B. Dismissal or suspension may result from an act or event which proves to be detrimental to the general welfare of the institution based on just and proper cause.
- C. Whenever such charges are made against any such employee, the DBOT may suspend such person with or without pay upon recommendation of the president, pending application by the employee for a hearing under the provisions of South Florida State College complaint/grievance procedures which the president shall establish.
- D. On occasion and when the particular circumstance(s) warrant it, an employee may be suspended for the duration of his/her work shift. The authority to make this short-term suspension may be delegated by the president.

HISTORY: Last Reviewed: 9/14/20

Adopted: 8/1/89

Reviewed: 1/30/04, 1/30/08, 9/14/20

Revised: 1/21/01