



# Policy Revisions

Board Workshop | January 2022

Nyla Davis  
*Director of Human Resources*

# Purpose

Comprehensive revision of *all* policies to ensure:

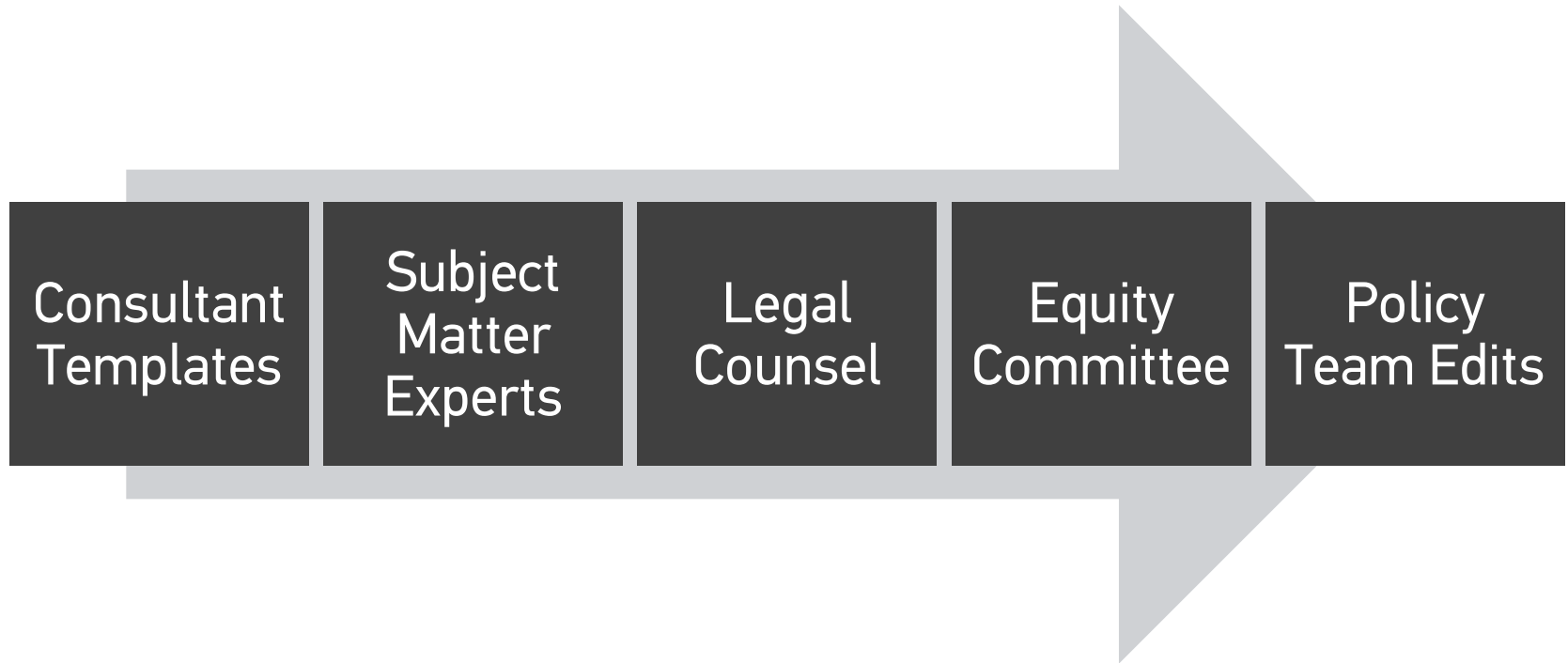
- ✓ Statutory Requirements
- ✓ Best Practices
- ✓ Clear Communication
- ✓ TCC Experience

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# Development Process



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# Required Adoption Process

## 1) Notice of Policy Development

## 2) Notice of Policy Workshop

## 3) Board Workshops

- November – Governance, Property & Operations
- January – All Personnel Chapters
- February – Program, Students, & Finance

## 4) Notice of Policy Adoption

## 5) Board of Trustees Votes

- January – Governance, Property & Operations
- February – All Personnel Chapters
- March – Program, Students, & Finance

# Personnel Policies

## NEW

- **1000** Executive -  
Administrative -  
Managerial
- **2000** Instructional
- **3000** Noninstructional

## OLD

- **4.0** All Personnel
- **5.0** Instructional Personnel
- **6.0** Classified Staff,  
Managerial Professional  
and Contract Grant  
Employees
- **6.0** Executive  
Administrative Personnel

# Crosswalk

Provides every current TCC policy and the corresponding new policy.

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# Highlights

## Combined Policies

Evaluation of  
Employee  
Performance

Annual Salary  
&  
Compensation

Employee  
Benefits &  
Privileges

Employee  
Attendance &  
Leave

Professional  
Development &  
Tuition Waivers

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# Policy 1110, Employment of Exec/Admin Personnel

## Combines:

- Designation of Positions
- Duties and Responsibilities of Positions
- Recruitment
- Appointment
- Contracts
- Non-renewal of Contracts
- Suspension and/or Dismissal



# Highlights

## New Policies

Conflict of Interest

Title IX Sexual  
Harassment

Workplace  
Violence

Salary  
Overpayments &  
College Debts

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# Policy 1121.01, Mandatory Self-Reporting

- Suspension or revocation of a driver's license, if the employee's duties require driving a vehicle while on duty.
- Receipt of a traffic ticket while driving a College-owned, rented or leased vehicle. Employees must also report any accidents in a College-owned, rented or leased vehicle.
- Expiration, revocation or suspension of a professional license or certification required for their position.
- Any arrest, charge, or notice to appear for a felony, a first degree misdemeanor.

# Next Steps

- Please let me know of any questions or suggestions
- February – we will request a vote on these proposed policies

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# Questions

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