

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4011 Administrative and Professional Employment Contract Cancellation

- (1) **Applicability.** This regulation applies to all Administrative and Professional (A&P) employees and those appointed to Executive Service within the A&P pay plan provided, however, that its application is subject to the terms and conditions of any existing applicable collective bargaining agreements in the case of A&P employees who are represented by a collective bargaining unit.
- (2) **Notice of Cancellation / Buyout Option.** At its option, the College may elect at any time to cancel the employment contract without cause by providing advanced written notice of cancellation to the employee. Such advance notice of cancellation period (“ANCP”) will be:
 - (a) Four (4) weeks for employees having less than one (1) year of A&P service,
 - (b) Twelve (12) weeks for employees who have one (1) to five (5) years of College A&P service,
 - (c) Sixteen (16) weeks for employees who have five (5) to ten (10) years of A&P service, and
 - (d) Twenty (20) weeks for employees who have more than ten (10) years of College A&P service.
- (3) In addition, at any time during the ANCP, the College may, at its option, immediately cancel the employment contract without cause by providing written notice to the employee that it will pay, within fourteen (14) business days, an amount equal to the salary for the remainder of the ANCP as of the date of such notice, less applicable taxes/withholding. Employment will cease at the time of such notice of payment, notwithstanding any other date(s) of appointment indicated below or elsewhere. No retirement or other benefits will attach to such payment. In no instance will such payment exceed an amount greater than twenty (20) weeks of compensation. Such payment is prohibited when the employee has been terminated by the College for misconduct. For employees holding visiting, acting, or provisional appointments, the ANCP will be as set forth above or for the remainder of the appointment period, whichever is less.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 215.425; Fla. Board of Governors Regulation 1.001

History: Adopted 01-28-04; Revised 06-11-16, 02-17-17 (technical amendment)