


<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	CHECK-INS FOR ADMINISTRATIVE, PROFESSIONAL AND CAREER EMPLOYEES	03-1202	1 of 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE ADOPTED</b>	
	6Hx7-3.1 Authority to Hire	July 17, 2024	

**Purpose**

The purpose of this procedure is to outline the process for conducting Check-Ins for Administrative, Professional and Career employees. The Chief Human Resource Officer (CHRO) shall be responsible for designating the tool utilized for Check-Ins.

**Procedure**

A. Employee Check-Ins can be utilized to:

1. Provide an opportunity for employees to discuss with their supervisor any concerns they may have and receive regular feedback that will encourage and support their professional growth and development as College employees.
2. Discuss goals or performance standards to be followed.
3. Serve as support for taking corrective or disciplinary action against the employee.
4. Assist in determining the employee’s potential for continued employment.

B. Supervisors may complete the Check-In during one of their regularly scheduled meetings with each assigned employee.

C. Nothing contained in this Administrative Procedure shall interfere with or preclude the College from taking immediate or other action against any employee when that action is reasonably deemed appropriate pursuant to law and rule to that effect.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: July 17, 2024